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ExpenseCheck

August 1984
T-147

Communique

The corporate advisory for cost-effective business travel.

Make The Most Of Your Morning

Three-martini lunches and seven course dinners are one way to entertain clients and prospects. But when was the last time you met with a customer over breakfast? Consider these advantages:

1. You'll see your client before he or she becomes involved in daily duties and pressures.

2. Breakfast meetings tend to be shorter than those held over lunch and, especially, dinner.

3. Restaurants are usually less crowded in the morning than at the lunch hour or in the evening.

4. A breakfast meal is almost always less expensive than lunch or dinner. And usually there's no liquor to slow the mind and bloat the body . . . and the bill!

Regardless of when and how entertainment of customers is handled, employees should be reminded that it must be related to the achievement of a business objective and that spending should be in line with the importance of that objective to your company.

Trendlines

Total Travel Expenses for the month of August were 7.7% below July's levels. Postage & Supplies was the only cost category bucking the trend, with expenditures up 4.4 %. All other spending rates for the month dropped.

Leading the declines were Miscellaneous expenses, off 15.2%, and Public Transportation, down 10.3%. Other category decreases in monthly spending rates include Car Rental (-9.9%), Entertainment (-9.7%), Tel & Tel (-8.9%), Meals (-8.1%) and Lodging (-2.6%).

Year to date, Total Travel Expenses are now running 3.9% ahead of last year's pace. As a point of reference, the Consumer Price Index increase over the same period is 3.1%.

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
National

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	AUGUST 1984		AUGUST 1984	
EXPENSES Meals	$ 76.62	$	$ 86.90	$
Lodging	129.36		136.39	
Public Transportation	147.74		166.17	
Car Rental	23.08		26.36	
Telephone & Telegraph	71.14		79.21	
Postage & Supplies	30.18		29.71	
Entertainment	53.32		60.87	
Miscellaneous	36.55		44.71	
TOTAL TRAVEL EXPENSES	$ 567.99	$	$ 630.32	$

MEAL ANALYSIS Average Number Per Traveler Month	10.6		11.6	
Average Cost Per Meal -	$ 7.20	$	$ 7.52	$
LODGING ANALYSIS Average Number Per Traveler Month	2.6		2.7	
Average Cost Per Night -	$ 50.22	$	$ 49.80	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
National

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	08/84 vs 07/84		08/84 vs 12/83	
EXPENSES Meals	DOWN 8.1 %	%	DOWN 8.2 %	%
Lodging	DOWN 2.6		UP 7.8	
Public Transportation	DOWN 10.3		UP 7.4	
Car Rental	DOWN 9.9		DOWN 12.4	
Telephone & Telegraph	DOWN 8.9		UP 18.3	
Postage & Supplies	UP 4.4		UP 9.5	
Entertainment	DOWN 9.7		DOWN 4.6	
Miscellaneous	DOWN 15.2		UP 3.7	
TOTAL TRAVEL EXPENSES	DOWN 7.7 %	%	UP 3.9 %	%

MEAL ANALYSIS Average Number Per Traveler Month	DOWN 3.6 %	%	DOWN 10.1 %	%
Average Cost Per Meal -	DOWN 5.3 %	%	UP 2.2 %	%
LODGING ANALYSIS Average Number Per Traveler Month	NO CHANGE %	%	DOWN 3.6 %	%
Average Cost Per Night -	DOWN 1.4 %	%	UP 10.9 %	%

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Chemical

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	AUGUST 1984		AUGUST 1984	
EXPENSES Meals	$ 129.05	$	$ 131.99	$
Lodging	237.33		230.96	
Public Transportation	477.36		457.79	
Car Rental	73.77		62.25	
Telephone & Telegraph	46.38		41.50	
Postage & Supplies	9.52		10.75	
Entertainment	327.54		280.93	
Miscellaneous	93.43		78.76	
TOTAL TRAVEL EXPENSES	$ 1394.38	$	$ 1294.93	$

MEAL ANALYSIS Average Number Per Traveler Month	16.9		17.5	
Average Cost Per Meal -	$ 7.62	$	$ 7.53	$
LODGING ANALYSIS Average Number Per Traveler Month	4.4		4.3	
Average Cost Per Night -	$ 53.52	$	$ 53.23	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Chemical

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	08/84 vs 07/84		08/84 vs 12/83	
EXPENSES Meals	UP 4.9 %	%	DOWN 24.2 %	%
Lodging	UP 14.5		UP 35.7	
Public Transportation	UP 19.6		UP 58.9	
Car Rental	UP 32.3		UP 62.7	
Telephone & Telegraph	DOWN 1.1		DOWN 20.2	
Postage & Supplies	UP 12.8		UP 83.4	
Entertainment	UP 15.6		UP 96.3	
Miscellaneous	UP 31.7		UP 58.5	
TOTAL TRAVEL EXPENSES	UP 16.7 %	%	UP 40.5 %	%

MEAL ANALYSIS Average Number Per Traveler Month	NO CHANGE %	%	DOWN 21.9 %	%
Average Cost Per Meal -	UP 4.5 %	%	DOWN 3.1 %	%
LODGING ANALYSIS Average Number Per Traveler Month	UP 7.3 %	%	UP 16.2 %	%
Average Cost Per Night -	UP 4.7 %	%	UP 17.2 %	%

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Consumer Products

	AVERAGE $ PER TRAVELER MONTH			
	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	AUGUST 1984		AUGUST 1984	
EXPENSES Meals	$ 97.02	$	$ 94.24	$
Lodging	184.49		179.12	
Public Transportation	202.14		185.21	
Car Rental	28.92		23.70	
Telephone & Telegraph	120.50		123.94	
Postage & Supplies	49.10		48.25	
Entertainment	85.00		87.95	
Miscellaneous	46.43		47.22	
TOTAL TRAVEL EXPENSES	$ 813.60	$	$ 789.63	$

MEAL ANALYSIS Average Number Per Traveler Month	13.8		13.6	
Average Cost Per Meal -	$ 7.02	$	$ 6.92	$
LODGING ANALYSIS Average Number Per Traveler Month	3.4		3.5	
Average Cost Per Night -	$ 53.50	$	$ 51.48	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends

US Consumer Products

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	08/84 vs 07/84		08/84 vs 12/83	
EXPENSES				
Meals	UP 10.6 %	%	UP 6.8 %	%
Lodging	UP 6.9		UP 13.2	
Public Transportation	UP 15.6		UP 12.7	
Car Rental	UP 78.8		UP 47.5	
Telephone & Telegraph	DOWN 2.0		UP 9.6	
Postage & Supplies	UP 3.3		UP 9.6	
Entertainment	DOWN 0.8		UP 11.5	
Miscellaneous	UP 20.5		UP 7.1	
TOTAL TRAVEL EXPENSES	UP 9.0 %	%	UP 11.7 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 9.5 %	%	UP 2.3 %	%
Average Cost Per Meal -	UP 0.7 %	%	UP 4.4 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	UP 6.3 %	%	UP 20.7 %	%
Average Cost Per Night -	UP 0.3 %	%	DOWN 6.4 %	%

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Health and Beauty

	AVERAGE $ PER TRAVELER MONTH			
	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	AUGUST 1984		AUGUST 1984	
EXPENSES				
Meals	$ 94.16	$	$ 93.44	$
Lodging	225.83		215.44	
Public Transportation	286.74		285.25	
Car Rental	52.89		48.30	
Telephone & Telegraph	154.51		144.25	
Postage & Supplies	30.70		28.75	
Entertainment	88.93		94.21	
Miscellaneous	61.31		60.05	
TOTAL TRAVEL EXPENSES	$ 995.07	$	$ 969.69	$

MEAL ANALYSIS				
Average Number Per Traveler Month	13.4		13.3	
Average Cost Per Meal -	$ 7.04	$	$ 7.03	$
LODGING ANALYSIS				
Average Number Per Traveler Month	4.0		3.9	
Average Cost Per Night -	$ 56.47	$	$ 54.63	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Health and Beauty

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	08/84 vs 07/84		08/84 vs 12/83	
EXPENSES Meals	UP 4.8 %	%	UP 3.2 %	%
Lodging	UP 3.5		UP 5.9	
Public Transportation	UP 7.0		DOWN 4.1	
Car Rental	UP 16.1		DOWN 9.1	
Telephone & Telegraph	UP 2.2		DOWN 0.3	
Postage & Supplies	UP 9.4		UP 6.1	
Entertainment	DOWN 13.5		UP 2.5	
Miscellaneous	UP 6.8		DOWN 1.2	
TOTAL TRAVEL EXPENSES	UP 3.5 %	%	UP 0.1 %	%

MEAL ANALYSIS Average Number Per Traveler Month	UP 3.9 %	%	UP 0.8 %	%
Average Cost Per Meal -	UP 1.4 %	%	UP 2.3 %	%
LODGING ANALYSIS Average Number Per Traveler Month	UP 2.6 %	%	NO CHANGE %	%
Average Cost Per Night -	DOWN 0.2 %	%	UP 5.7 %	%

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Insurance

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	AUGUST 1984		AUGUST 1984	
EXPENSES				
Meals	$ 44.05	$	$ 54.36	$
Lodging	55.06		76.35	
Public Transportation	87.83		114.52	
Car Rental	62.66		68.40	
Telephone & Telegraph	1.33		1.67	
Postage & Supplies	.13		.09	
Entertainment	42.52		49.35	
Miscellaneous	7.35		12.18	
TOTAL TRAVEL EXPENSES	$ 300.93	$	$ 376.92	$

MEAL ANALYSIS				
Average Number Per Traveler Month	6.1		7.1	
Average Cost Per Meal -	$ 7.25	$	$ 7.67	$
LODGING ANALYSIS				
Average Number Per Traveler Month	1.2		1.5	
Average Cost Per Night -	$ 46.01	$	$ 51.66	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Insurance

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	08/84 vs 07/84		08/84 vs 12/83	
EXPENSES Meals	DOWN 4.1 %	%	UP 12.7 %	%
Lodging	DOWN 24.9		UP 8.6	
Public Transportation	DOWN 3.0		DOWN 7.9	
Car Rental	DOWN 4.0		UP 1.8	
Telephone & Telegraph	DOWN 17.9		DOWN 47.8	
Postage & Supplies	N/A		DOWN 93.2	
Entertainment	DOWN 1.7		DOWN 11.0	
Miscellaneous	DOWN 19.8		UP 8.0	
TOTAL TRAVEL EXPENSES	DOWN 8.6 %	%	DOWN 1.2 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	DOWN 3.2 %	%	UP 10.9 %	%
Average Cost Per Meal -	DOWN 0.8 %	%	UP 2.3 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	DOWN 7.7 %	%	UP 7.1 %	%
Average Cost Per Night -	DOWN 15.5 %	%	UP 1.5 %	%

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Medical Products

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	AUGUST 1984		AUGUST 1984	
EXPENSES				
Meals	$ 104.36	$	$ 106.09	$
Lodging	192.17		182.61	
Public Transportation	209.80		236.75	
Car Rental	20.05		25.44	
Telephone & Telegraph	191.23		197.50	
Postage & Supplies	26.11		27.82	
Entertainment	74.14		76.12	
Miscellaneous	53.69		56.54	
TOTAL TRAVEL EXPENSES	$ 871.55	$	$ 908.87	$

MEAL ANALYSIS				
Average Number Per Traveler Month	17.4		17.8	
Average Cost Per Meal -	$ 5.99	$	$ 5.95	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.6		3.5	
Average Cost Per Night -	$ 53.12	$	$ 52.22	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Medical Products

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	08/84 vs 07/84		08/84 vs 12/83	
EXPENSES				
Meals	UP 8.6 %	%	DOWN 1.9 %	%
Lodging	UP 14.6		UP 3.6	
Public Transportation	DOWN 11.4		UP 2.2	
Car Rental	DOWN 17.6		DOWN 12.2	
Telephone & Telegraph	DOWN 4.7		UP 18.7	
Postage & Supplies	DOWN 8.2		DOWN 4.7	
Entertainment	UP 1.8		DOWN 10.6	
Miscellaneous	UP 19.7		DOWN 12.9	
TOTAL TRAVEL EXPENSES	NO CHANGE %	%	UP 2.0 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 8.1 %	%	UP 0.6 %	%
Average Cost Per Meal -	UP 0.5 %	%	DOWN 2.8 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	UP 16.1 %	%	DOWN 2.8 %	%
Average Cost Per Night -	DOWN 1.4 %	%	UP 6.4 %	%

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Pharmaceutical

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	AUGUST 1984		AUGUST 1984	
EXPENSES Meals	$ 53.90	$	$ 69.96	$
Lodging	68.53		79.49	
Public Transportation	62.68		73.22	
Car Rental	5.62		7.88	
Telephone & Telegraph	42.15		50.67	
Postage & Supplies	13.35		12.94	
Entertainment	32.93		39.53	
Miscellaneous	49.54		57.43	
TOTAL TRAVEL EXPENSES	$ 328.70	$	$ 391.12	$

MEAL ANALYSIS Average Number Per Traveler Month	7.0		8.1	
Average Cost Per Meal -	$ 7.72	$	$ 8.63	$
LODGING ANALYSIS Average Number Per Traveler Month	1.5		1.7	
Average Cost Per Night -	$ 46.35	$	$ 45.61	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Pharmaceutical

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	08/84 vs 07/84		08/84 vs 12/83	
EXPENSES				
Meals	DOWN 26.5 %	%	DOWN 0.5 %	%
Lodging	DOWN 13.6		DOWN 1.1	
Public Transportation	DOWN 15.0		DOWN 3.2	
Car Rental	DOWN 45.1		DOWN 14.9	
Telephone & Telegraph	DOWN 20.9		DOWN 4.5	
Postage & Supplies	UP 20.8		DOWN 8.6	
Entertainment	DOWN 16.6		DOWN 19.5	
Miscellaneous	DOWN 13.1		UP 11.3	
TOTAL TRAVEL EXPENSES	DOWN 17.3 %	%	DOWN 3.1 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	DOWN 15.7 %	%	DOWN 4.7 %	%
Average Cost Per Meal -	DOWN 12.5 %	%	UP 5.0 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	DOWN 11.8 %	%	DOWN 10.5 %	%
Average Cost Per Night -	DOWN 2.5 %	%	UP 6.6 %	%

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September 1984
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Communique

The corporate advisory for cost-effective business travel.

Entertainment: Image or Investment

In most corporations, entertainment is an authorized sales travel expense. But what is the best guideline to follow when making spending decisions for entertainment?

Some say that the image your company wants to portray should be a major factor. While it is an important consideration, image is primarily conveyed by the quality of your product or service, and not by how much money you spend wining and dining a prospect or client.

Rather, consider entertainment expense in line with the potential benefit that could be realized. Treat it as an investment in revenue potential. Each individual entertainment decision should be measured against the probability of generating revenue from that effort.

Reminder: Be certain that your employees are completely up to speed on your corporate travel policy dealing with entertainment. If your policy is silent on that subject, we recommend an immediate revision to include management's position on the types of entertainment allowed, the circumstances in which the investment is appropriate and the groundrules for authorization and dollar limits.

Trendlines

Sharply higher activity levels, as indicated by a 15% increase in dine-alone meals and an 8% climb in number of lodging nights, resulted in a 13.2% spurt in September Total Travel Expenses. Car Rental expense was the only cost element which bucked the upswing in travel dollar outlay.

Year to date, Total Travel Expenses are 4.1% ahead of 1983 year end results. The Consumer Price Index increase over that same period was 3.6%.

Entertainment expenses? While there was an 11% surge in expenditures during the month of September, you'll note that, year-to-date, entertainment spending per traveler is down nearly 5%!

BTC Index

The Business Travel Cost Index has dropped 3.4 points since June; and stands at 177.4 as of the close of the third quarter. Fewer trips have driven the cost curve downward during the summer months. The BTC base period is 1976, with a value of 100.0 assigned to $356.20, the monthly spending rate of the U.S. Trendlines traveler over that full calendar year.

BTC Index

177.4 as of 9/84

Happy Thanksgiving!

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
National

	AVERAGE $ PER TRAVELER MONTH			
	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	SEPTEMBER 1984		SEPTEMBER 1984	
EXPENSES				
Meals	$ 93.00	$	$ 87.60	$
Lodging	140.26		136.83	
Public Transportation	165.56		166.10	
Car Rental	21.60		25.82	
Telephone & Telegraph	81.03		79.41	
Postage & Supplies	32.33		30.01	
Entertainment	59.24		60.69	
Miscellaneous	49.68		45.27	
TOTAL TRAVEL EXPENSES	$ 642.70	$	$ 631.73	$

MEAL ANALYSIS				
Average Number Per Traveler Month	12.2		11.6	
Average Cost Per Meal -	$ 7.61	$	$ 7.53	$
LODGING ANALYSIS				
Average Number Per Traveler Month	2.8		2.7	
Average Cost Per Night -	$ 50.88	$	$ 49.93	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
National

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	09/84 vs 08/84		09/84 vs 12/83	
EXPENSES				
Meals	UP 21.4 %	%	DOWN 7.5 %	%
Lodging	UP 8.4		UP 8.2	
Public Transportation	UP 12.1		UP 7.4	
Car Rental	DOWN 6.4		DOWN 14.2	
Telephone & Telegraph	UP 13.9		UP 18.6	
Postage & Supplies	UP 7.1		UP 10.6	
Entertainment	UP 11.1		DOWN 4.9	
Miscellaneous	UP 35.9		UP 5.0	
TOTAL TRAVEL EXPENSES	UP 13.2 %	%	UP 4.1 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 15.1 %	%	DOWN 10.1 %	%
Average Cost Per Meal -	UP 5.7 %	%	UP 2.3 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	UP 7.7 %	%	DOWN 3.6 %	%
Average Cost Per Night -	UP 1.3 %	%	UP 11.2 %	%

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Chemical

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	SEPTEMBER 1984		SEPTEMBER 1984	
EXPENSES				
Meals	$ 143.84	$	$ 133.25	$
Lodging	275.84		235.75	
Public Transportation	562.02		468.92	
Car Rental	74.53		63.56	
Telephone & Telegraph	43.89		41.75	
Postage & Supplies	8.45		10.50	
Entertainment	306.03		283.60	
Miscellaneous	113.00		82.43	
TOTAL TRAVEL EXPENSES	$ 1527.60	$	$ 1319.76	$

MEAL ANALYSIS				
Average Number Per Traveler Month	18.7		17.6	
Average Cost Per Meal -	$ 7.71	$	$ 7.55	$
LODGING ANALYSIS				
Average Number Per Traveler Month	4.7		4.4	
Average Cost Per Night -	$ 58.52	$	$ 53.84	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Chemical

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	09/84 vs 08/84		09/84 vs 12/83	
EXPENSES Meals	UP 11.5 %	%	DOWN 23.5 %	%
Lodging	UP 16.2		UP 38.5	
Public Transportation	UP 17.7		UP 62.8	
Car Rental	UP 1.0		UP 66.1	
Telephone & Telegraph	DOWN 5.4		DOWN 19.7	
Postage & Supplies	DOWN 11.2		UP 79.2	
Entertainment	DOWN 6.6		UP 98.2	
Miscellaneous	UP 20.9		UP 65.9	
TOTAL TRAVEL EXPENSES	UP 9.6 %	%	UP 43.2 %	%

MEAL ANALYSIS Average Number Per Traveler Month	UP 10.7 %	%	DOWN 21.4 %	%
Average Cost Per Meal -	UP 1.2 %	%	DOWN 2.8 %	%
LODGING ANALYSIS Average Number Per Traveler Month	UP 6.8 %	%	UP 18.9 %	%
Average Cost Per Night -	UP 9.3 %	%	UP 18.5 %	%

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Consumer Products

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	SEPTEMBER 1984		SEPTEMBER 1984	
EXPENSES				
Meals	$ 91.98	$	$ 93.95	$
Lodging	182.30		179.49	
Public Transportation	158.67		181.94	
Car Rental	21.35		23.41	
Telephone & Telegraph	125.78		124.15	
Postage & Supplies	50.89		48.57	
Entertainment	90.41		88.24	
Miscellaneous	41.29		46.48	
TOTAL TRAVEL EXPENSES	$ 762.67	$	$ 786.23	$

MEAL ANALYSIS				
Average Number Per Traveler Month	13.5		13.6	
Average Cost Per Meal -	$ 6.80	$	$ 6.90	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.4		3.5	
Average Cost Per Night -	$ 53.59	$	$ 51.74	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends

US Consumer Products

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	09/84 vs 08/84		09/84 vs 12/83	
EXPENSES Meals	DOWN 5.2 %	%	UP 6.5 %	%
Lodging	DOWN 1.2		UP 13.4	
Public Transportation	DOWN 21.5		UP 10.7	
Car Rental	DOWN 26.2		UP 45.7	
Telephone & Telegraph	UP 4.4		UP 9.8	
Postage & Supplies	UP 3.6		UP 10.4	
Entertainment	UP 6.4		UP 11.9	
Miscellaneous	DOWN 11.1		UP 5.4	
TOTAL TRAVEL EXPENSES	DOWN 6.3 %	%	UP 11.2 %	%

MEAL ANALYSIS Average Number Per Traveler Month	DOWN 2.2 %	%	UP 2.3 %	%
Average Cost Per Meal -	DOWN 3.1 %	%	UP 4.1 %	%
LODGING ANALYSIS Average Number Per Traveler Month	NO CHANGE %	%	UP 20.7 %	%
Average Cost Per Night -	UP 0.2 %	%	DOWN 5.9 %	%

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Health and Beauty

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	SEPTEMBER 1984		SEPTEMBER 1984	
EXPENSES				
Meals	$ 96.00	$	$ 93.72	$
Lodging	227.40		216.75	
Public Transportation	316.79		288.70	
Car Rental	44.86		47.92	
Telephone & Telegraph	144.81		144.31	
Postage & Supplies	30.67		28.96	
Entertainment	115.24		96.51	
Miscellaneous	54.08		59.39	
TOTAL TRAVEL EXPENSES	$ 1029.85	$	$ 976.26	$

MEAL ANALYSIS				
Average Number Per Traveler Month	13.9		13.4	
Average Cost Per Meal -	$ 6.91	$	$ 7.01	$
LODGING ANALYSIS				
Average Number Per Traveler Month	4.0		4.0	
Average Cost Per Night -	$ 56.41	$	$ 54.83	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Health and Beauty

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	09/84 vs 08/84		09/84 vs 12/83	
EXPENSES				
Meals	UP 2.0 %	%	UP 3.5 %	%
Lodging	UP 0.7		UP 6.6	
Public Transportation	UP 10.5		DOWN 2.9	
Car Rental	DOWN 15.2		DOWN 9.8	
Telephone & Telegraph	DOWN 6.3		DOWN 0.3	
Postage & Supplies	DOWN 0.1		UP 6.9	
Entertainment	UP 29.6		UP 5.0	
Miscellaneous	DOWN 11.8		DOWN 2.3	
TOTAL TRAVEL EXPENSES	UP 3.5 %	%	UP 0.8 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 3.7 %	%	UP 1.5 %	%
Average Cost Per Meal -	DOWN 1.8 %	%	UP 2.0 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	NO CHANGE %	%	UP 2.6 %	%
Average Cost Per Night -	DOWN 0.1 %	%	UP 6.1 %	%

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Insurance

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	SEPTEMBER 1984		SEPTEMBER 1984	
EXPENSES Meals	$ 48.75	$	$ 53.71	$
Lodging	62.57		74.76	
Public Transportation	125.67		115.79	
Car Rental	59.91		67.42	
Telephone & Telegraph	1.71		1.67	
Postage & Supplies	.05		.08	
Entertainment	39.50		48.22	
Miscellaneous	12.39		12.20	
TOTAL TRAVEL EXPENSES	$ 350.55	$	$ 373.85	$

MEAL ANALYSIS Average Number Per Traveler Month	6.3		7.0	
Average Cost Per Meal -	$ 7.80	$	$ 7.69	$
LODGING ANALYSIS Average Number Per Traveler Month	1.3		1.5	
Average Cost Per Night -	$ 49.35	$	$ 51.43	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Insurance

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	09/84 vs 08/84		09/84 vs 12/83	
EXPENSES				
Meals	UP 10.7 %	%	UP 11.3 %	%
Lodging	UP 13.6		UP 6.3	
Public Transportation	UP 43.1		DOWN 6.9	
Car Rental	DOWN 4.4		UP 0.3	
Telephone & Telegraph	UP 28.6		DOWN 47.8	
Postage & Supplies	DOWN 61.5		DOWN 94.0	
Entertainment	DOWN 7.1		DOWN 13.1	
Miscellaneous	UP 68.6		UP 8.2	
TOTAL TRAVEL EXPENSES	UP 16.5 %	%	DOWN 2.0 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 3.3 %	%	UP 9.4 %	%
Average Cost Per Meal -	UP 7.6 %	%	UP 2.5 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	UP 8.3 %	%	UP 7.1 %	%
Average Cost Per Night -	UP 7.3 %	%	UP 1.1 %	%

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Medical Products

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	SEPTEMBER 1984		SEPTEMBER 1984	
EXPENSES				
Meals	$ 106.01	$	$ 106.08	$
Lodging	189.15		183.35	
Public Transportation	214.94		234.33	
Car Rental	24.71		25.36	
Telephone & Telegraph	189.54		196.62	
Postage & Supplies	25.98		27.62	
Entertainment	74.87		75.98	
Miscellaneous	56.42		56.53	
TOTAL TRAVEL EXPENSES	$ 881.62	$	$ 905.87	$

MEAL ANALYSIS				
Average Number Per Traveler Month	18.0		17.9	
Average Cost Per Meal -	$ 5.89	$	$ 5.94	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.6		3.5	
Average Cost Per Night -	$ 53.28	$	$ 52.34	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Medical Products

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	09/84 vs 08/84		09/84 vs 12/83	
EXPENSES				
Meals	UP 1.6 %	%	DOWN 1.9 %	%
Lodging	DOWN 1.6		UP 4.0	
Public Transportation	UP 2.4		UP 1.2	
Car Rental	UP 23.2		DOWN 12.5	
Telephone & Telegraph	DOWN 0.9		UP 18.2	
Postage & Supplies	DOWN 0.5		DOWN 5.4	
Entertainment	UP 1.0		DOWN 10.8	
Miscellaneous	UP 5.1		DOWN 12.9	
TOTAL TRAVEL EXPENSES	UP 1.2 %	%	UP 1.7 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 3.4 %	%	UP 1.1 %	%
Average Cost Per Meal -	DOWN 1.7 %	%	DOWN 2.9 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	NO CHANGE %	%	DOWN 2.8 %	%
Average Cost Per Night -	UP 0.3 %	%	UP 6.6 %	%

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Pharmaceutical

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	SEPTEMBER 1984		SEPTEMBER 1984	
EXPENSES				
Meals	$ 81.39	$	$ 71.23	$
Lodging	88.37		80.47	
Public Transportation	66.26		72.45	
Car Rental	8.41		7.94	
Telephone & Telegraph	56.58		51.32	
Postage & Supplies	12.91		12.94	
Entertainment	35.90		39.13	
Miscellaneous	59.24		57.64	
TOTAL TRAVEL EXPENSES	$ 409.06	$	$ 393.12	$

MEAL ANALYSIS				
Average Number Per Traveler Month	9.5		8.3	
Average Cost Per Meal -	$ 8.53	$	$ 8.62	$
LODGING ANALYSIS				
Average Number Per Traveler Month	1.9		1.8	
Average Cost Per Night -	$ 46.59	$	$ 45.73	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Pharmaceutical

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	09/84 vs 08/84		09/84 vs 12/83	
EXPENSES				
Meals	UP 51.0 %	%	UP 1.4 %	%
Lodging	UP 29.0		UP 0.1	
Public Transportation	UP 5.7		DOWN 4.2	
Car Rental	UP 49.6		DOWN 14.3	
Telephone & Telegraph	UP 34.2		DOWN 3.2	
Postage & Supplies	DOWN 3.3		DOWN 8.6	
Entertainment	UP 9.0		DOWN 20.4	
Miscellaneous	UP 19.6		UP 11.7	
TOTAL TRAVEL EXPENSES	UP 24.4 %	%	DOWN 2.6 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 35.7 %	%	DOWN 2.4 %	%
Average Cost Per Meal -	UP 10.5 %	%	UP 4.9 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	UP 26.7 %	%	DOWN 5.3 %	%
Average Cost Per Night -	UP 0.5 %	%	UP 6.9 %	%

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October 1984
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Communique

The corporate advisory for cost-effective business travel.

A Meal and Lodging Analysis Tool

Because meal and lodging expenses are so important in the month-to-month cost curve, we continue to study travel dynamics for answers to such questions as: What is the correlation between number of meals purchased and number of lodging nights? And what does that relationship tell us?

First, let's define the method by which we'll examine that correlation: the meal-to-lodging ratio. Simply put, the ratio is derived by dividing the YTD average number of meals per month by the YTD average number of lodging nights per month. According to our October Trendlines report, the National ratio is 4.1:1, or 4.1 dine-alone meals consumed for each night's lodging. As you'll see below, this ratio has been steadily declining since 1981:

Year	Avg. # Meals Per Traveler Month	Avg. # Lodging Nights Per Traveler Month	Meals-to-Lodging Ratio	Avg. Entertainment Cost Per Traveler Month
1980	18.4	3.8	4.8:1	$56.51
1981	19.1	3.9	4.9:1	$66.55
1982	15.3	3.2	4.8:1	$68.30
1983	12.9	2.8	4.6:1	$63.79
*1984	11.6	2.8	4.1:1	$61.37

*YTD results thru 10/84

Why the drop? One theory is that travelers are entertaining more prospects and clients over breakfast, lunch or dinner, thereby reducing the recorded number of dine-alone meals and moving the cost into the Entertainment column on the expense report. However, our Trendlines statistics do not bear this out. In fact, if you discount the 1984 monthly Entertainment average by the inflationary factor, expenditures for Entertainment have actually decreased since 1980.

We believe the decline in the ratio is principally due to more restrictive travel policy postures. For example, some client companies have taken the position that if there is no overnight travel, there will be no reimbursement for dine-alone meals. Other companies have tied reimbursement for a dinner on the return leg of a trip to the time of arrival in the home city. Similarly, breakfast reimbursement hinges on the time of day the trip begins. We've even reviewed a travel policy which states that if a traveler is taking a flight which provides meal service, the traveler is prohibited from requesting reimbursement for that meal.

How do your meal-to-lodging ratios stack up? They may be higher or lower than the National average, depending on the nature of your business travel and your policies for meal reimbursement.

It is certainly worth investigating and the ratios are easy enough to calculate. Or, if you prefer, we can provide you with a complete list of the meal-to-lodging ratios for all of your traveling employees for the small fee of $15 (we'll add the cost to your next monthly billing). Just drop us a note or give us a call.

Trendlines

October T&E expenses for our Trendlines traveler rose 5.2% over September results. Sharply higher spending for Car Rental (+24.9%), Public Transportation (+13.7%), Entertainment (+13.7%), and Lodging (+7.8%) lead the upturn. The number of Lodging Nights climbed by 3.6% for the month, another indicator of increased activity levels.

Expenditures for Miscellaneous (-7.5%), Telephone (-6.6%) and dine-alone Meals (-5.0%) were down for the month.

Year to date through October, Total Travel Expenses are 4.8% ahead of last year's pace. The Consumer Price Index increase over that same period was 3.9%.

Best Holiday Wishes!

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
National

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	OCTOBER 1984		OCTOBER 1984	
EXPENSES				
Meals	$ 88.36	$	$ 87.68	$
Lodging	151.25		138.31	
Public Transportation	188.30		168.38	
Car Rental	26.98		25.94	
Telephone & Telegraph	75.70		79.03	
Postage & Supplies	32.34		30.25	
Entertainment	67.36		61.37	
Miscellaneous	45.93		45.34	
TOTAL TRAVEL EXPENSES	$ 676.22	$	$ 636.30	$

MEAL ANALYSIS				
Average Number Per Traveler Month	11.4		11.6	
Average Cost Per Meal -	$ 7.77	$	$ 7.55	$
LODGING ANALYSIS				
Average Number Per Traveler Month	2.9		2.8	
Average Cost Per Night -	$ 52.73	$	$ 50.23	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
National

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	10/84 vs 09/84		10/84 vs 12/83	
EXPENSES Meals	DOWN 5.0 %	%	DOWN 7.4 %	%
Lodging	UP 7.8		UP 9.3	
Public Transportation	UP 13.7		UP 8.9	
Car Rental	UP 24.9		DOWN 13.8	
Telephone & Telegraph	DOWN 6.6		UP 18.1	
Postage & Supplies	NO CHANGE		UP 11.5	
Entertainment	UP 13.7		DOWN 3.8	
Miscellaneous	DOWN 7.5		UP 5.1	
TOTAL TRAVEL EXPENSES	UP 5.2 %	%	UP 4.8 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	DOWN 6.6 %	%	DOWN 10.1 %	%
Average Cost Per Meal -	UP 2.1 %	%	UP 2.6 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	UP 3.6 %	%	NO CHANGE %	%
Average Cost Per Night -	UP 3.6 %	%	UP 11.8 %	%

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Chemical

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	OCTOBER 1984		OCTOBER 1984	
EXPENSES				
Meals	$ 141.41	$	$ 134.12	$
Lodging	251.02		237.36	
Public Transportation	481.02		470.22	
Car Rental	51.49		62.30	
Telephone & Telegrapn	42.02		41.78	
Postage & Supplies	9.92		10.44	
Entertainment	324.24		287.88	
Miscellaneous	84.60		82.66	
TOTAL TRAVEL EXPENSES	$ 1385.72	$	$ 1326.76	$

MEAL ANALYSIS				
Average Number Per Traveler Month	19.0		17.8	
Average Cost Per Meal -	$ 7.44	$	$ 7.54	$
LODGING ANALYSIS				
Average Number Per Traveler Month	4.5		4.4	
Average Cost Per Night -	$ 55.91	$	$ 54.07	$

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ExpenseCheck Trendlines

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Business Travel Trends
US Chemical

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	10/84 vs 09/84		10/84 vs 12/83	
EXPENSES				
Meals	DOWN 1.7 %	%	DOWN 23.0 %	%
Lodging	DOWN 9.0		UP 39.5	
Public Transportation	DOWN 14.4		UP 63.2	
Car Rental	DOWN 30.9		UP 62.8	
Telephone & Telegraph	DOWN 4.3		DOWN 19.6	
Postage & Supplies	UP 17.4		UP 78.2	
Entertainment	UP 6.0		UP 101.2	
Miscellaneous	DOWN 25.1		UP 66.4	
TOTAL TRAVEL EXPENSES	DOWN 9.3 %	%	UP 44.0 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 1.6 %	%	DOWN 20.5 %	%
Average Cost Per Meal -	DOWN 3.5 %	%	DOWN 3.0 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	DOWN 4.3 %	%	UP 18.9 %	%
Average Cost Per Night -	DOWN 4.5 %	%	UP 19.0 %	%

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Consumer Products

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	OCTOBER 1984		OCTOBER 1984	
EXPENSES Meals	$ 100.55	$	$ 94.61	$
Lodging	206.09		182.15	
Public Transportation	197.33		183.48	
Car Rental	21.41		23.20	
Telephone & Telegraph	135.34		125.27	
Postage & Supplies	51.86		48.90	
Entertainment	89.64		88.38	
Miscellaneous	50.92		46.93	
TOTAL TRAVEL EXPENSES	$ 853.14	$	$ 792.92	$

MEAL ANALYSIS Average Number Per Traveler Month	14.3		13.7	
Average Cost Per Meal -	$ 7.04	$	$ 6.92	$
LODGING ANALYSIS Average Number Per Traveler Month	3.7		3.5	
Average Cost Per Night -	$ 55.06	$	$ 52.09	$

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Business Travel Trends

US Consumer Products

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	10/84 vs 09/84		10/84 vs 12/83	
EXPENSES Meals	UP 9.3 %	%	UP 7.3 %	%
Lodging	UP 13.0		UP 15.1	
Public Transportation	UP 24.4		UP 11.6	
Car Rental	UP 0.3		UP 44.4	
Telephone & Telegraph	UP 7.6		UP 10.8	
Postage & Supplies	UP 1.9		UP 11.1	
Entertainment	DOWN 0.9		UP 12.1	
Miscellaneous	UP 23.3		UP 6.4	
TOTAL TRAVEL EXPENSES	UP 11.9 %	%	UP 12.2 %	%

MEAL ANALYSIS Average Number Per Traveler Month	UP 5.9 %	%	UP 3.0 %	%
Average Cost Per Meal -	UP 3.5 %	%	UP 4.4 %	%
LODGING ANALYSIS Average Number Per Traveler Month	UP 8.8 %	%	UP 20.7 %	%
Average Cost Per Night -	UP 2.7 %	%	DOWN 5.3 %	%

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Health and Beauty

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	OCTOBER 1984		OCTOBER 1984	
EXPENSES Meals	$ 102.33	$	$ 94.67	$
Lodging	250.28		220.42	
Public Transportation	318.67		291.99	
Car Rental	54.30		48.62	
Telephone & Telegraph	154.76		145.46	
Postage & Supplies	31.93		29.29	
Entertainment	91.15		95.92	
Miscellaneous	65.74		60.09	
TOTAL TRAVEL EXPENSES	$ 1069.16	$	$ 986.46	$

MEAL ANALYSIS				
Average Number Per Traveler Month	14.4		13.5	
Average Cost Per Meal -	$ 7.13	$	$ 7.03	$
LODGING ANALYSIS				
Average Number Per Traveler Month	4.3		4.0	
Average Cost Per Night -	$ 57.99	$	$ 55.20	$

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ExpenseCheck Trendlines

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Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Health and Beauty

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	10/84 vs 09/84		10/84 vs 12/83	
EXPENSES				
Meals	UP 6.6 %	%	UP 4.6 %	%
Lodging	UP 10.1		UP 8.4	
Public Transportation	UP 0.6		DOWN 1.8	
Car Rental	UP 21.0		DOWN 8.5	
Telephone & Telegraph	UP 6.9		UP 0.5	
Postage & Supplies	UP 4.1		UP 8.1	
Entertainment	DOWN 20.9		UP 4.3	
Miscellaneous	UP 21.6		DOWN 1.1	
TOTAL TRAVEL EXPENSES	UP 3.8 %	%	UP 1.8 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 3.6 %	%	UP 2.3 %	%
Average Cost Per Meal -	UP 3.2 %	%	UP 2.3 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	UP 7.5 %	%	UP 2.6 %	%
Average Cost Per Night -	UP 2.8 %	%	UP 6.8 %	%

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Insurance

	AVERAGE $ PER TRAVELER MONTH			
	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	OCTOBER 1984		OCTOBER 1984	
EXPENSES Meals	$ 52.20	$	$ 53.54	$
Lodging	91.89		76.70	
Public Transportation	114.60		115.65	
Car Rental	62.76		66.89	
Telephone & Telegraph	1.41		1.64	
Postage & Supplies	0		.07	
Entertainment	49.86		48.40	
Miscellaneous	9.85		11.93	
TOTAL TRAVEL EXPENSES	$ 382.57	$	$ 374.82	$

MEAL ANALYSIS Average Number Per Traveler Month	6.5		6.9	
Average Cost Per Meal -	$ 8.05	$	$ 7.72	$
LODGING ANALYSIS Average Number Per Traveler Month	1.6		1.5	
Average Cost Per Night -	$ 58.36	$	$ 52.28	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Insurance

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	10/84 vs 09/84		10/84 vs 12/83	
EXPENSES Meals	UP 7.1 %	%	UP 11.0 %	%
Lodging	UP 46.9		UP 9.1	
Public Transportation	DOWN 8.8		DOWN 7.0	
Car Rental	UP 4.8		DOWN 0.4	
Telephone & Telegraph	DOWN 17.5		DOWN 48.8	
Postage & Supplies	N/A		DOWN 94.7	
Entertainment	UP 26.2		DOWN 12.8	
Miscellaneous	DOWN 20.5		UP 5.8	
TOTAL TRAVEL EXPENSES	UP 9.1 %	%	DOWN 1.7 %	%

MEAL ANALYSIS Average Number Per Traveler Month	UP 3.2 %	%	UP 7.8 %	%
Average Cost Per Meal -	UP 3.2 %	%	UP 2.9 %	%
LODGING ANALYSIS Average Number Per Traveler Month	UP 23.1 %	%	UP 7.1 %	%
Average Cost Per Night -	UP 18.3 %	%	UP 2.8 %	%

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ExpenseChec✓ Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Medical Products

	AVERAGE $ PER TRAVELER MONTH			
	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	OCTOBER 1984		OCTOBER 1984	
EXPENSES Meals	$ 110.38	$	$ 106.50	$
Lodging	216.28		186.50	
Public Transportation	233.32		234.24	
Car Rental	28.04		25.61	
Telephone & Telegraph	192.79		196.26	
Postage & Supplies	27.55		27.61	
Entertainment	88.52		77.19	
Miscellaneous	69.76		57.80	
TOTAL TRAVEL EXPENSES	$ 966.64	$	$ 911.71	$

MEAL ANALYSIS Average Number Per Traveler Month	18.0		17.9	
Average Cost Per Meal -	$ 6.13	$	$ 5.96	$
LODGING ANALYSIS Average Number Per Traveler Month	3.9		3.5	
Average Cost Per Night -	$ 55.58	$	$ 52.68	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Medical Products

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	10/84 vs 09/84		10/84 vs 12/83	
EXPENSES				
Meals	UP 4.1 %	%	DOWN 1.5 %	%
Lodging	UP 14.3		UP 5.8	
Public Transportation	UP 8.6		UP 1.1	
Car Rental	UP 13.5		DOWN 11.6	
Telephone & Telegraph	UP 1.7		UP 18.0	
Postage & Supplies	UP 6.0		DOWN 5.4	
Entertainment	UP 18.2		DOWN 9.4	
Miscellaneous	UP 23.6		DOWN 11.0	
TOTAL TRAVEL EXPENSES	UP 9.6 %	%	UP 2.4 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	NO CHANGE %	%	UP 1.1 %	%
Average Cost Per Meal -	UP 4.1 %	%	DOWN 2.6 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	UP 8.3 %	%	DOWN 2.8 %	%
Average Cost Per Night -	UP 4.3 %	%	UP 7.3 %	%

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Pharmaceutical

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	OCTOBER 1984		OCTOBER 1984	
EXPENSES Meals	$ 61.85	$	$ 70.27	$
Lodging	72.74		79.68	
Public Transportation	54.45		70.61	
Car Rental	7.43		7.89	
Telephone & Telegraph	47.93		50.98	
Postage & Supplies	12.79		12.92	
Entertainment	38.56		39.07	
Miscellaneous	56.86		57.56	
TOTAL TRAVEL EXPENSES	$ 352.61	$	$ 388.98	$

MEAL ANALYSIS				
Average Number Per Traveler Month	7.5		8.2	
Average Cost Per Meal -	$ 8.21	$	$ 8.58	$
LODGING ANALYSIS				
Average Number Per Traveler Month	1.6		1.7	
Average Cost Per Night -	$ 45.88	$	$ 45.74	$

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Pharmaceutical

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	10/84 vs 09/84		10/84 vs 12/83	
EXPENSES Meals	DOWN 24.0 %	%	NO CHANGE %	%
Lodging	DOWN 17.7		DOWN 0.9	
Public Transportation	DOWN 17.8		DOWN 6.6	
Car Rental	DOWN 11.7		DOWN 14.8	
Telephone & Telegraph	DOWN 15.3		DOWN 3.9	
Postage & Supplies	DOWN 0.9		DOWN 8.8	
Entertainment	UP 7.4		DOWN 20.5	
Miscellaneous	DOWN 4.0		UP 11.6	
TOTAL TRAVEL EXPENSES	DOWN 13.8 %	%	DOWN 3.6 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	DOWN 21.1 %	%	DOWN 3.5 %	%
Average Cost Per Meal -	DOWN 3.8 %	%	UP 4.4 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	DOWN 15.8 %	%	DOWN 10.5 %	%
Average Cost Per Night -	DOWN 1.5 %	%	UP 6.9 %	%

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November 1984
T-150

Communique

The corporate advisory for cost-effective business travel.

A Tough Answer To The Frequent Flyer Question

Many of you have wrestled with the dilemma of the frequent flyer bonus programs and the problems they create:

> Though the company purchases the airline ticket, the bonus mileage is credited to the individual traveler.
>
> Employees may use airlines in whose bonus plans they are enrolled and ignore better fares offered by competitors to the same destination.
>
> Employees may fly circuitous routes to qualify for additional bonuses, costing the company time and money.

If you are serious about controlling the frequent flyer problems and re-directing the bonus credits to your company, read the following article. It's reproduced with permission from a new magazine, titled Corporate Travel, published by Gralla Publications, 1515 Broadway, N.Y., N.Y., 10036.

Talk to your travel agency about implementing a similar plan for your company. Or, you might consider setting up such a program internally, using your own staff to administer it.

Trendlines

November traveler activity levels decreased, as indicated by the 7.9% dip in dine-alone Meals and the 13.8% drop in Lodging nights. This resulted in a 9.1% decline in the traveler spending rate for the month.

With the exception of Miscellaneous expenses (+0.6%), spending was down across the board. Expenditures for Lodging (-14.8%), Public Transportation (-11.8%), Entertainment (-9.7%) and Meals (-9.1%) were off significantly. Smaller decreases were registered in Postage & Supplies (-2.4%), Tel & Tel (-2.2%) and Car Rental (-1.2%).

Year to date, Total Travel Expenses are up by 4.5% over 1983 levels. The increase in the Consumer Price Index over that same period is 3.9%.

A GRALLA PUBLICATION
Corporate Travel
NEWS AND IDEAS FOR BUSINESS TRAVEL MANAGEMENT
PREVIEW ISSUE NOVEMBER 1984

Clipping The Wings Of Frequent Flyers:

Agency System Tracks Bonuses; Cuts Clients' Air Costs 3-10%

By Jim Rauter, contributing editor

New York City—The scenario is becoming increasingly familiar: An executive must travel from New York to Tampa on a typical business trip. For $99, he could fly Eastern direct. But instead, he instructs his travel agent to book American Airlines through Dallas. He's a member of American's frequent flyer program and could use the extra mileage points. The fare is a whopping $420 but who cares; the company's picking up the tab.

Actions such as these among business travelers are causing major headaches for corporate travel managers. Not only are employees taking longer, more expensive and unnecessary trips, but their companies are being denied the frequent travel credits earned on company money.

Recognizing the dilemma, a number of travel agencies are offering their clients ways to recoup travel bonuses. One such agency is City Travel, a Woodside affiliate based in New York City.

This one-time travel department for Citibank, which became an independent agency four years ago, is now helping a handful of its 150 corporate clients shave three-to-10 percent off their travel budgets. There's nothing radical or secret about the agency's approach. It simply recommends that clients require all traveling employees to sign over frequent travel awards.

To start the program, all employees are re-enrolled in the airlines' bonus plans. Because carriers require travelers to use their home addresses (in an effort to keep the awards out of corporate hands), employees are enrolled with a post office box number. Then the agency simply collects the mileage statements. It can monitor how many credits the company has earned and identify any employees who might be "stealing" mileage credits. When it's time to redeem a travel award, the employee signs the award form and the company realizes the benefits.

Though it sounds like a strong-arm approach, City Travel president Vince Vitti prefers to think of it as a simple matter of policy.

"All the company has to do is make a policy statement that points earned on business travel are the property of the company," he explained. "The company then sends its employees the completed application , has them sign it and sends it back to the airline. If employees don't want to sign, they're breaking corporate policy."

The post office box is the key, Vitti maintained. "You've got to keep the mail away from the travelers. Your primary control measure is that you get those statements directly," he said.

City Travel usually handles the post office box number itself, files statements by traveler and compiles reports every three or four months on the program's progress. The program is easy to monitor because the agency has records of all ticket bookings as well as the statements. A simple com-

> ***"All the company has to do is make a policy statement that points earned on business travel are the property of the company. If employees don't want to sign program applications, they're breaking corporate policy."***

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parison of bookings to statements will identify any "cheaters."

Some airline programs are easier to use than others, Vitti noted. American's AAdvantage, for example, is automated so that once a reservation is made with an AAdvantage number, the mileage is credited electronically. Other programs, such as United's and Pan Am's, require the traveler to turn in a bonus travel coupon upon check-in. To earn credits on these airlines, travelers must have a supply of the coupons and actively use them.

For one client, City Travel goes through the somewhat laborious process of attaching coupons to tickets before they're delivered. While this gives the agency complete control, travelers often lose credits if they have to make a mid-trip itinerary change. For other clients using the program, the agency just makes sure travelers are well stocked with coupons and understand how the systems work.

Battles Animosity

Naturally, employees don't like losing their benefits. To offset potential animosity, Vitti recommends that travel awards be redeemed by the employee who earned them for future business trips or at least be kept within that employee's department. "Then the savings are reflected in the department's budget," Vitti explained.

Ten City Travel clients are currently using the system. Only one has done a careful study of actual savings. The results came in just under four percent savings on an annual air budget of approximately $1.5 million. Vitti feels this client did not realize the maximum potential savings because he frequently uses Piedmont and USAir, which do not offer travel bonus programs.

In addition, he points out that actual savings are impossible to measure because the program eliminates many unnecessary trips. "Any company that threw its credits away by saying 'No one may use frequent travel plans on business trips,' would save five percent a year," Vitti maintained. "You don't get the credits, but at the same time, you don't get the abuses."

But, he added, there's no reason to throw them away when they're so easy to utilize. In fact, City Travel is so sure about its program that the agency is willing to buy frequent travel credits from its clients. "If they set the policy and get employees to turn in their points, we'll buy the points because the market is real," Vitti said.

To promote the potential cost savings to clients, City Travel has come up with two theoretical models for a company that spends $100,000 annually on air travel. The models are based on round-trip travel out of New York to five major cities. The $100,000 budget was broken down among five carriers based on the proportion of business City Travel receives for those carriers.

> ***"The minimum savings in the worst case scenario is 3.4 percent, which is far higher than the average rebate being received by even the largest corporation."***

Can Recoup 100% Of Credit

In the most optimistic scenario, the company is able to recoup 100 percent of all frequent travel credits earned by employees. *(See accompanying chart, Case A.)*

With City Travel's distribution of airline volume, the company would

(Continued on page 50)

Frequent Flyer Savings

Full-Year

Annual Air Expenses	Case B Minimum Award	Case A Maximum Award
$ 100,000	$ 3,482	$ 10,306
$ 300,000	$ 10,446	$ 30,918
$ 500,000	$ 17,410	$ 51,530
$1,000,000	$ 34,820	$103,060
$3,000,000	$104,460	$309,180

Savings are based on redemption of frequent flyer awards for discounted or free coach travel. In Case 'B', company redeems 65 percent of all frequent travel points for a 3.5 percent savings off annual air expenses. In Case 'A', company redeems 100 percent off all frequent travel points for a 10.3 percent savings.

(Continued from page 27)

earn three free tickets on Eastern, three free tickets on American, two 75 percent discounts and one 50 percent discount on TWA, a free first-class ticket and a free upgrade on United, and one free ticket on Delta. Total savings amount to 10.3 percent.

In the "worst case" scenario, the company is only able to use 65 percent of its employee-earned credits. The other 35 percent were earned by employees who didn't travel frequently enough to win any travel awards, Vitti explained.

Even so, savings came out to be 3.4 percent, or $3,482 off annual air expenses of $100,000. *(See accompanying chart, Case B, page 25.)*

"In the worst case, we assumed that the airline programs would end after a 12-month period," Vitti said. "But because most programs have no time limit for claiming awards, everyone in effect becomes a frequent traveler" and has potential to save the company money.

Larger Budgets Save More

Naturally, savings are multiplied for companies with larger travel budgets. But at the same time, travel becomes more complex, and no companies are going to follow the exact patterns mapped out in the City Travel models.

Nevertheless, Vitti maintained that savings gained from this approach makes more sense than agency rebating. "The minimum savings in the worst case scenario is 3.4 percent, which is far higher than the average rebate being received by even the largest corporation," he said.

What's more, the program makes travel managers look good—at least to the corporate brass. "You can gain control of your frequent travel credits, impress your boss...and be hated by everyone else in the company," Vitti noted, only half-jokingly. "Then you might end up hating the travel agent who gave you the idea."

There's still much reluctance among companies to implement this type of program, sometimes because top executives enjoy the frequent travel bonuses just as much as regular employees.

Though similar programs are being run by other agencies, Vitti estimated that 98 percent of all business travelers claim bonuses for their own use. "I know very few companies that have a policy on travel credits either way," he said.

Airlines Maintain Public Stance

And what do the airlines think of City Travel's plan? Vitti said he's shown his frequent travel proposal to airline execs and they acknowledge the logic of it. But publicly, the airlines continue to maintain that if corporations begin to use bonuses for business travel, the carriers will stop the bonus programs.

"That's the airlines' challenge and they've made it difficult for companies to get the credits," Vitti observed. "But if a corporation tells employees to hand over the points, those employees have to do it. We help companies stretch their travel budgets and save money. If the airlines don't like it, well, that's what we do."

Frequent Flyer Savings
Case A

Airline	Mileage Earned	Number Of Awards	Award Type	Savings
Eastern	110,000	3	Free Coach	$1,698
American	140,286	3	Free Coach	$2,910
TWA	110,522	2	75% Discount	
		1	50% Discount	$4,085
United	65,934	1	Free First Class	$970
			Free Upgrade	$216
Delta	44 Segments	1	Free Coach	$424
			Total Savings:	$10,306

Savings are for a company with $100,000 in annual air expenses that redeems 100 percent of all frequent travel credits earned by employees. Savings are based on round-trip fares between New York and Houston (Eastern), San Francisco (American), London (TWA), Los Angeles (United), Atlanta (Delta).

Frequent Flyer Savings
Case B

Airline	Mileage Earned	Number Of Awards	Award Type	Savings
Eastern	71,500	3	25% Discount	$443
American	91,185	4	25%	$754
TWA	71,839	2	25%	
		1	50%	$1,802
United	42,852	2	25%	$377
Delta	28 Segments	1	25%	$106
			Total Savings:	$3,482

Savings are for a company with $100,000 in annual air expenses that redeems 65 percent of all frequent travel credits earned by employees. Savings are based on round-trip coach fares between New York and Houston (Eastern), San Francisco (American), London (TWA), Los Angeles (United), Atlanta (Delta).

ExpenseChec✓ Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
National

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	NOVEMBER 1984		NOVEMBER 1984	
EXPENSES Meals	$ 80.29	$	$ 87.02	$
Lodging	128.88		137.47	
Public Transportation	166.05		168.17	
Car Rental	26.66		26.00	
Telephone & Telegraph	74.03		78.58	
Postage & Supplies	31.57		30.37	
Entertainment	60.84		61.33	
Miscellaneous	46.22		45.42	
TOTAL TRAVEL EXPENSES	$ 614.54	$	$ 634.36	$

MEAL ANALYSIS Average Number Per Traveler Month	10.5		11.5	
Average Cost Per Meal -	$ 7.67	$	$ 7.56	$
LODGING ANALYSIS Average Number Per Traveler Month	. 2.5		2.7	
Average Cost Per Night -	$ 51.19	$	$ 50.31	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
National

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	11/84 vs 10/84		11/84 vs 12/83	
EXPENSES				
Meals	DOWN 9.1 %	%	DOWN 8.1 %	%
Lodging	DOWN 14.8		UP 8.7	
Public Transportation	DOWN 11.8		UP 8.7	
Car Rental	DOWN 1.2		DOWN 13.6	
Telephone & Telegraph	DOWN 2.2		UP 17.4	
Postage & Supplies	DOWN 2.4		UP 11.9	
Entertainment	DOWN 9.7		DOWN 3.9	
Miscellaneous	UP 0.6		UP 5.3	
TOTAL TRAVEL EXPENSES	DOWN 9.1 %	%	UP 4.5 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	DOWN 7.9 %	%	DOWN 10.9 %	%
Average Cost Per Meal -	DOWN 1.3 %	%	UP 2.7 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	DOWN 13.8 %	%	DOWN 3.6 %	%
Average Cost Per Night -	DOWN 2.9 %	%	UP 12.0 %	%

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Chemical

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	NOVEMBER 1984		NOVEMBER 1984	
EXPENSES Meals	$ 143.64	$	$ 134.97	$
Lodging	253.87		238.84	
Public Transportation	545.81		476.97	
Car Rental	68.35		62.84	
Telephone & Telegraph	43.56		41.94	
Postage & Supplies	21.40		11.42	
Entertainment	341.30		292.65	
Miscellaneous	136.13		87.42	
TOTAL TRAVEL EXPENSES	$ 1554.06	$	$ 1347.05	$

MEAL ANALYSIS Average Number Per Traveler Month	18.3		17.8	
Average Cost Per Meal -	$ 7.85	$	$ 7.57	$
LODGING ANALYSIS Average Number Per Traveler Month	4.4		4.4	
Average Cost Per Night -	$ 57.56	$	$ 54.38	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Chemical

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	11/84 vs 10/84		11/84 vs 12/83	
EXPENSES Meals	UP 1.6 %	%	DOWN 22.5 %	%
Lodging	UP 1.1		UP 40.3	
Public Transportation	UP 13.5		UP 65.6	
Car Rental	UP 32.7		UP 64.2	
Telephone & Telegraph	UP 3.7		DOWN 19.3	
Postage & Supplies	UP 115.7		UP 94.9	
Entertainment	UP 5.3		UP 104.5	
Miscellaneous	UP 60.9		UP 75.9	
TOTAL TRAVEL EXPENSES	UP 12.1 %	%	UP 46.2 %	%

MEAL ANALYSIS Average Number Per Traveler Month	DOWN 3.7 %	%	DOWN 20.5 %	%
Average Cost Per Meal -	UP 5.5 %	%	DOWN 2.6 %	%
LODGING ANALYSIS Average Number Per Traveler Month	DOWN 2.2 %	%	UP 18.9 %	%
Average Cost Per Night -	UP 3.0 %	%	UP 19.7 %	%

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses

US Consumer Products

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	NOVEMBER 1984		NOVEMBER 1984	
EXPENSES				
Meals	$ 86.90	$	$ 93.97	$
Lodging	170.22		181.17	
Public Transportation	252.42		189.25	
Car Rental	27.78		23.59	
Telephone & Telegraph	131.59		125.81	
Postage & Supplies	55.52		49.46	
Entertainment	102.54		89.57	
Miscellaneous	57.84		47.84	
TOTAL TRAVEL EXPENSES	$ 884.81	$	$ 800.66	$

MEAL ANALYSIS				
Average Number Per Traveler Month	12.3		13.6	
Average Cost Per Meal -	$ 7.05	$	$ 6.93	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.1		3.5	
Average Cost Per Night -	$ 55.74	$	$ 52.36	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends

US Consumer Products

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	11/84 vs 10/84		11/84 vs 12/83	
EXPENSES				
Meals	DOWN 13.6 %	%	UP 6.5 %	%
Lodging	DOWN 17.4		UP 14.5	
Public Transportation	UP 27.9		UP 15.1	
Car Rental	UP 29.8		UP 46.8	
Telephone & Telegraph	DOWN 2.8		UP 11.3	
Postage & Supplies	UP 7.1		UP 12.4	
Entertainment	UP 14.4		UP 13.6	
Miscellaneous	UP 13.6		UP 8.5	
TOTAL TRAVEL EXPENSES	UP 3.7 %	%	UP 13.3 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	DOWN 14.0 %	%	UP 2.3 %	%
Average Cost Per Meal -	UP 0.1 %	%	UP 4.5 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	DOWN 16.2 %	%	UP 20.7 %	%
Average Cost Per Night -	UP 1.2 %	%	DOWN 4.8 %	%

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Health and Beauty

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	NOVEMBER 1984		NOVEMBER 1984	
EXPENSES Meals	$ 91.42	$	$ 94.43	$
Lodging	208.33		219.53	
Public Transportation	329.42		294.79	
Car Rental	49.34		48.68	
Telephone & Telegraph	144.47		145.39	
Postage & Supplies	30.55		29.38	
Entertainment	106.85		96.74	
Miscellaneous	57.10		59.87	
TOTAL TRAVEL EXPENSES	$ 1017.48	$	$ 988.81	$

MEAL ANALYSIS Average Number Per Traveler Month	12.9		13.4	
Average Cost Per Meal -	$ 7.11	$	$ 7.03	$
LODGING ANALYSIS Average Number Per Traveler Month	3.7		4.0	
Average Cost Per Night -	$ 56.90	$	$ 55.32	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Health and Beauty

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	11/84 vs 10/84		11/84 vs 12/83	
EXPENSES				
Meals	DOWN 10.7 %	%	UP 4.3 %	%
Lodging	DOWN 16.8		UP 7.9	
Public Transportation	UP 3.4		DOWN 0.9	
Car Rental	DOWN 9.1		DOWN 8.3	
Telephone & Telegraph	DOWN 6.6		UP 0.5	
Postage & Supplies	DOWN 4.3		UP 8.5	
Entertainment	UP 17.2		UP 5.2	
Miscellaneous	DOWN 13.1		DOWN 1.5	
TOTAL TRAVEL EXPENSES	DOWN 4.8 %	%	UP 2.1 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	DOWN 10.4 %	%	UP 1.5 %	%
Average Cost Per Meal -	DOWN 0.3 %	%	UP 2.3 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	DOWN 14.0 %	%	UP 2.6 %	%
Average Cost Per Night -	DOWN 1.9 %	%	UP 7.0 %	%

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Insurance

	AVERAGE $ PER TRAVELER MONTH			
	Current Month	**Your Company Costs**	**Year To Date**	**Your Company Costs**
PERIOD COVERED	NOVEMBER 1984		NOVEMBER 1984	
EXPENSES				
Meals	$ 49.96	$	$ 53.21	$
Lodging	65.41		75.66	
Public Transportation	150.80		118.86	
Car Rental	52.01		65.52	
Telephone & Telegraph	1.03		1.59	
Postage & Supplies	0		.07	
Entertainment	41.94		47.81	
Miscellaneous	9.67		11.73	
TOTAL TRAVEL EXPENSES	$ 370.82	$	$ 374.45	$

MEAL ANALYSIS				
Average Number Per Traveler Month	6.0		6.8	
Average Cost Per Meal -	$ 8.31	$	$ 7.77	$
LODGING ANALYSIS				
Average Number Per Traveler Month	1.2		1.4	
Average Cost Per Night -	$ 54.75	$	$ 52.46	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Insurance

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	11/84 vs 10/84		11/84 vs 12/83	
EXPENSES Meals	DOWN 4.3 %	%	UP 10.3 %	%
Lodging	DOWN 28.8		UP 7.6	
Public Transportation	UP 31.6		DOWN 4.4	
Car Rental	DOWN 17.1		DOWN 2.5	
Telephone & Telegraph	DOWN 27.0		DOWN 50.3	
Postage & Supplies	N/A		DOWN 94.7	
Entertainment	DOWN 15.9		DOWN 13.8	
Miscellaneous	DOWN 1.8		UP 4.0	
TOTAL TRAVEL EXPENSES	DOWN 3.1 %	%	DOWN 1.8 %	%

MEAL ANALYSIS Average Number Per Traveler Month	DOWN 7.7 %	%	UP 6.3 %	%
Average Cost Per Meal -	UP 3.2 %	%	UP 3.6 %	%
LODGING ANALYSIS Average Number Per Traveler Month	DOWN - 25.0 %	%	NO CHANGE %	%
Average Cost Per Night -	DOWN 6.2 %	%	UP 3.1 %	%

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B7400-1

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Medical Products

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	NOVEMBER 1984		NOVEMBER 1984	
EXPENSES				
Meals	$ 105.70	$	$ 106.44	$
Lodging	186.93		186.54	
Public Transportation	223.15		233.39	
Car Rental	31.51		26.07	
Telephone & Telegraph	194.62		196.14	
Postage & Supplies	29.17		27.73	
Entertainment	85.00		77.79	
Miscellaneous	60.94		58.05	
TOTAL TRAVEL EXPENSES	$ 917.02	$	$ 912.15	$

MEAL ANALYSIS				
Average Number Per Traveler Month	17.5		17.8	
Average Cost Per Meal -	$ 6.03	$	$ 5.96	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.5		3.5	
Average Cost Per Night -	$ 53.45	$	$ 52.74	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Medical Products

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	11/84 vs 10/84		11/84 vs 12/83	
EXPENSES				
Meals	DOWN 4.2 %	%	DOWN 1.6 %	%
Lodging	DOWN 13.6		UP 5.8	
Public Transportation	DOWN 4.4		UP 0.8	
Car Rental	UP 12.4		DOWN 10.0	
Telephone & Telegraph	UP 0.9		UP 17.9	
Postage & Supplies	UP 5.9		DOWN 5.0	
Entertainment	DOWN 4.0		DOWN 8.7	
Miscellaneous	DOWN 12.6		DOWN 10.6	
TOTAL TRAVEL EXPENSES	DOWN 5.1 %	%	UP 2.4 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	DOWN 2.8 %	%	UP 0.6 %	%
Average Cost Per Meal -	DOWN 1.6 %	%	DOWN 2.6 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	DOWN 10.3 %	%	DOWN 2.8 %	%
Average Cost Per Night -	DOWN 3.8 %	%	UP 7.5 %	%

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Pharmaceutical

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	NOVEMBER 1984		NOVEMBER 1984	
EXPENSES Meals	$ 64.22	$	$ 69.75	$
Lodging	74.09		79.20	
Public Transportation	59.00		69.61	
Car Rental	6.67		7.78	
Telephone & Telegraph	50.11		50.90	
Postage & Supplies	11.86		12.83	
Entertainment	38.31		39.00	
Miscellaneous	59.13		57.69	
TOTAL TRAVEL EXPENSES	$ 363.39	$	$ 386.76	$

MEAL ANALYSIS Average Number Per Traveler Month	7.7		8.1	
Average Cost Per Meal -	$ 8.34	$	$ 8.56	$
LODGING ANALYSIS Average Number Per Traveler Month	1.6		1.7	
Average Cost Per Night -	$ 45.96	$	$ 45.76	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Pharmaceutical

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	11/84 vs 10/84		11/84 vs 12/83	
EXPENSES Meals	UP 3.8 %	%	DOWN 0.8 %	%
Lodging	UP 1.9		DOWN 1.5	
Public Transportation	UP 8.4		DOWN 7.9	
Car Rental	DOWN 10.2		DOWN 16.0	
Telephone & Telegraph	UP 4.5		DOWN 4.0	
Postage & Supplies	DOWN 7.3		DOWN 9.4	
Entertainment	DOWN 0.6		DOWN 20.6	
Miscellaneous	UP 4.0		UP 11.8	
TOTAL TRAVEL EXPENSES	UP 3.1 %	%	DOWN 4.1 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 2.7 %	%	DOWN 4.7 %	%
Average Cost Per Meal -	UP 1.6 %	%	UP 4.1 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	NO CHANGE %	%	DOWN 10.5 %	%
Average Cost Per Night -	UP 0.2 %	%	UP 7.0 %	%

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ExpenseCheck

December 1984
T-151

Communique

The corporate advisory for cost-effective business travel.

T&E Costs Up 4.5% in 1984

Month of December

Despite the fact that overnight trips were down by 4%, the December spending rate per traveler edged upward by 2.7% over November levels. Double digit increases were registered in Entertainment (+15.8%), Miscellaneous (+15.2%) and Tel & Tel (+13.0%). Expenditures for Postage & Supplies rose by 2.3%.

On the downside, Car Rental expenses were off 8.8%, Lodging by 4%, Public Transportation outlays dropped 1.8% and the cost for dine-alone Meals inched downward by 0.1%.

1984 in Review

In 1984, the Consumer Price Index rose 4%. As we know, our "captive market" business travelers typically have to deal with price increases that are 30-50% steeper than the CPI. It is heartening to note, then, that the total 1984 T&E outlay by our Trendlines traveler was only 4.5% higher than 1983 results.

Let's take a look at each cost category:

> Total outlay for dine-alone Meals was down 8.7%. The average Cost per Meal rose a modest 2.9%. However, an 11.6% decline in the number of meals consumed offset the unit price increase.
>
> The average Cost per Night continued its upward spiral, rising by 12.4% in 1984. However, our Trendlines business traveler spent 3.6% fewer nights on the road, dampening the increase in total Lodging dollars spent to 7.7%.
>
> Public Transportation spending (principally airfares) was up by 8.4% in 1984. While this is a significant increase, it marks the first time since 1979-80 that the hike in the spending rate was less than double-digits.
>
> The YTD monthly spending rate for Car Rental was down 14.1%.
>
> A full year of deregulation saw Tel & Tel expenses climb 18.1%. This is the first such increase in the YTD monthly spending rate since 1979-80.

After a sizable drop in 1983, Postage & Supplies expenditures rebounded in 1984, registering a 12.5% upturn.

Prudent spending of the Entertainment dollar resulted in a 2.6% decrease in expenditures, 1984 vs. 1983.

Outlays for Miscellaneous expenses increased by 7% in 1984.

Bottom line: While 1984 did not quite match the superlative efforts put forth in 1983, it was still a darned good cost containment year!

BTC Index

The year end Business Travel Cost Index stood at 178.0, only 0.6 points higher than third quarter levels.

The BTC base period is 1976, with a value of 100 assigned to $356.20, the monthly spending rate of the average Trendlines traveler over that full calendar year.

BTC Index

178.0 as of 12/84

B7400-1

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
National

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	DECEMBER 1984		DECEMBER 1984	
EXPENSES				
Meals	$ 80.20	$	$ 86.39	$
Lodging	123.74		136.21	
Public Transportation	163.04		167.70	
Car Rental	24.31		25.85	
Telephone & Telegraph	83.65		79.05	
Postage & Supplies	32.29		30.54	
Entertainment	70.44		62.16	
Miscellaneous	53.26		46.14	
TOTAL TRAVEL EXPENSES	$ 630.93	$	$ 634.04	$

MEAL ANALYSIS				
Average Number Per Traveler Month	10.5		11.4	
Average Cost Per Meal -	$ 7.64	$	$ 7.57	$
LODGING ANALYSIS				
Average Number Per Traveler Month	2.4		2.7	
Average Cost Per Night -	$ 52.39	$	$ 50.47	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
National

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	12/84 vs 11/84		12/84 vs 12/83	
EXPENSES				
Meals	DOWN 0.1 %	%	DOWN 8.7 %	%
Lodging	DOWN 4.0		UP 7.7	
Public Transportation	DOWN 1.8		UP 8.4	
Car Rental	DOWN 8.8		DOWN 14.1	
Telephone & Telegraph	UP 13.0		UP 18.1	
Postage & Supplies	UP 2.3		UP 12.5	
Entertainment	UP 15.8		DOWN 2.6	
Miscellaneous	UP 15.2		UP 7.0	
TOTAL TRAVEL EXPENSES	UP 2.7 %	%	UP 4.5 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	NO CHANGE %	%	DOWN 11.6 %	%
Average Cost Per Meal -	DOWN 0.4 %	%	UP 2.9 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	DOWN 4.0 %	%	DOWN 3.6 %	%
Average Cost Per Night -	UP 2.3 %	%	UP 12.4 %	%

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B 7400-1

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Chemical

	AVERAGE $ PER TRAVELER MONTH			
	Current Month	**Your Company Costs**	**Year To Date**	**Your Company Costs**
PERIOD COVERED	DECEMBER 1984		DECEMBER 1984	
EXPENSES Meals	$ 119.33	$	$ 133.55	$
Lodging	196.55		234.99	
Public Transportation	455.05		474.95	
Car Rental	62.86		62.84	
Telephone & Telegraph	49.39		42.62	
Postage & Supplies	15.68		11.80	
Entertainment	313.78		294.54	
Miscellaneous	80.78		86.81	
TOTAL TRAVEL EXPENSES	$ 1293.42	$	$ 1342.10	$

MEAL ANALYSIS Average Number Per Traveler Month	15.5		17.6	
Average Cost Per Meal -	$ 7.70	$	$ 7.58	$
LODGING ANALYSIS Average Number Per Traveler Month	3.5		4.3	
Average Cost Per Night -	$ 56.04	$	$ 54.50	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Chemical

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	12/84 vs 11/84		12/84 vs 12/83	
EXPENSES Meals	DOWN 16.9 %	%	DOWN 23.3 %	%
Lodging	DOWN 22.6		UP 38.1	
Public Transportation	DOWN 16.6		UP 64.9	
Car Rental	DOWN 8.0		UP 64.2	
Telephone & Telegraph	UP 13.4		DOWN 18.0	
Postage & Supplies	DOWN 26.7		UP 101.4	
Entertainment	DOWN 8.1		UP 105.8	
Miscellaneous	DOWN 40.7		UP 74.7	
TOTAL TRAVEL EXPENSES	DOWN 16.8 %	%	UP 45.7 %	%

MEAL ANALYSIS Average Number Per Traveler Month	DOWN 15.3 %	%	DOWN 21.4 %	%
Average Cost Per Meal -	DOWN 1.9 %	%	DOWN 2.4 %	%
LODGING ANALYSIS Average Number Per Traveler Month	DOWN 20.5 %	%	UP 16.2 %	%
Average Cost Per Night -	DOWN 2.6 %	%	UP 20.0 %	%

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Consumer Products

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	DECEMBER 1984		DECEMBER 1984	
EXPENSES Meals	$ 89.44	$	$ 93.54	$
Lodging	151.67		178.39	
Public Transportation	185.88		188.93	
Car Rental	15.30		22.81	
Telephone & Telegraph	128.69		126.07	
Postage & Supplies	54.37		49.91	
Entertainment	107.84		91.28	
Miscellaneous	59.66		48.95	
TOTAL TRAVEL EXPENSES	$ 792.85	$	$ 799.88	$

MEAL ANALYSIS Average Number Per Traveler Month	12.0		13.4	
Average Cost Per Meal -	$ 7.47	$	$ 6.97	$
LODGING ANALYSIS Average Number Per Traveler Month	2.9		3.4	
Average Cost Per Night -	$ 53.08	$	$ 52.42	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends

US Consumer Products

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	12/84 vs 11/84		12/84 vs 12/83	
EXPENSES Meals	UP 2.9 %	%	UP 6.0 %	%
Lodging	DOWN 10.9		UP 12.7	
Public Transportation	DOWN 26.4		UP 14.9	
Car Rental	DOWN 44.9		UP 41.9	
Telephone & Telegraph	DOWN 2.2		UP 11.5	
Postage & Supplies	DOWN 2.1		UP 13.4	
Entertainment	UP 5.2		UP 15.8	
Miscellaneous	UP 3.1		UP 11.0	
TOTAL TRAVEL EXPENSES	DOWN 10.4 %	%	UP 13.1 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	DOWN 2.4 %	%	UP 0.8 %	%
Average Cost Per Meal -	UP 6.0 %	%	UP 5.1 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	DOWN 6.5 %	%	UP 17.2 %	%
Average Cost Per Night -	DOWN 4.8 %	%	DOWN 4.7 %	%

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Health and Beauty

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	DECEMBER 1984		DECEMBER 1984	
EXPENSES				
Meals	$ 80.11	$	$ 93.07	$
Lodging	200.59		217.73	
Public Transportation	306.57		295.90	
Car Rental	40.81		47.93	
Telephone & Telegraph	156.89		146.48	
Postage & Supplies	37.93		30.19	
Entertainment	134.21		100.29	
Miscellaneous	70.83		60.91	
TOTAL TRAVEL EXPENSES	$ 1027.94	$	$ 992.50	$

MEAL ANALYSIS				
Average Number Per Traveler Month	11.4		13.2	
Average Cost Per Meal -	$ 7.04	$	$ 7.03	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.4		3.9	
Average Cost Per Night -	$ 59.72	$	$ 55.68	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Health and Beauty

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	12/84 vs 11/84		12/84 vs 12/83	
EXPENSES Meals	DOWN 12.4 %	%	UP 2.8 %	%
Lodging	DOWN 3.7		UP 7.0	
Public Transportation	DOWN 6.9		DOWN 0.5	
Car Rental	DOWN 17.3		DOWN 9.8	
Telephone & Telegraph	UP 8.6		UP 1.2	
Postage & Supplies	UP 24.2		UP 11.4	
Entertainment	UP 25.6		UP 9.1	
Miscellaneous	UP 24.0		UP 0.2	
TOTAL TRAVEL EXPENSES	UP 1.0 %	%	UP 2.4 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	DOWN 11.6 %	%	NO CHANGE %	%
Average Cost Per Meal -	DOWN 1.0 %	%	UP 2.3 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	DOWN 8.1 %	%	NO CHANGE %	%
Average Cost Per Night -	UP 5.0 %	%	UP 7.7 %	%

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Insurance

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	DECEMBER 1984		DECEMBER 1984	
EXPENSES Meals	$ 50.29	$	$ 52.91	$
Lodging	62.27		74.28	
Public Transportation	83.51		115.21	
Car Rental	68.54		65.83	
Telephone & Telegraph	2.14		1.64	
Postage & Supplies	0		.06	
Entertainment	44.67		47.48	
Miscellaneous	9.84		11.53	
TOTAL TRAVEL EXPENSES	$ 321.26	$	$ 368.94	$

MEAL ANALYSIS Average Number Per Traveler Month	6.0		6.8	
Average Cost Per Meal -	$ 8.44	$	$ 7.83	$
LODGING ANALYSIS Average Number Per Traveler Month	1.2		1.4	
Average Cost Per Night -	$ 50.76	$	$ 52.31	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Insurance

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	12/84 vs 11/84		12/84 vs 12/83	
EXPENSES				
Meals	UP 0.7 %	%	UP 9.7 %	%
Lodging	DOWN 4.8		UP 5.6	
Public Transportation	DOWN 44.6		DOWN 7.4	
Car Rental	UP 31.8		DOWN 2.0	
Telephone & Telegraph	UP 107.8		DOWN 48.8	
Postage & Supplies	N/A		DOWN 95.5	
Entertainment	UP 6.5		DOWN 14.4	
Miscellaneous	UP 1.8		UP 2.2	
TOTAL TRAVEL EXPENSES	DOWN 13.4 %	%	DOWN 3.3 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	NO CHANGE %	%	UP 6.3 %	%
Average Cost Per Meal -	UP 1.6 %	%	UP 4.4 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	NO CHANGE %	%	NO CHANGE %	%
Average Cost Per Night -	DOWN 7.3 %	%	UP 2.8 %	%

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Medical Products

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	DECEMBER 1984		DECEMBER 1984	
EXPENSES				
Meals	$ 94.87	$	$ 105.32	$
Lodging	193.52		187.20	
Public Transportation	215.98		231.70	
Car Rental	27.87		26.24	
Telephone & Telegraph	198.05		196.31	
Postage & Supplies	32.22		28.16	
Entertainment	93.33		79.29	
Miscellaneous	59.68		58.20	
TOTAL TRAVEL EXPENSES	$ 915.52	$	$ 912.42	$

MEAL ANALYSIS				
Average Number Per Traveler Month	16.4		17.7	
Average Cost Per Meal -	$ 5.79	$	$ 5.95	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.4		3.5	
Average Cost Per Night -	$ 56.12	$	$ 53.06	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Medical Products

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	12/84 vs 11/84		12/84 vs 12/83	
EXPENSES				
Meals	DOWN 10.2 %	%	DOWN 2.6 %	%
Lodging	UP 3.5		UP 6.2	
Public Transportation	DOWN 3.2		NO CHANGE	
Car Rental	DOWN 11.6		DOWN 9.5	
Telephone & Telegraph	UP 1.8		UP 18.0	
Postage & Supplies	UP 10.5		DOWN 3.5	
Entertainment	UP 9.8		DOWN 6.9	
Miscellaneous	DOWN 2.1		DOWN 10.3	
TOTAL TRAVEL EXPENSES	DOWN 0.2 %	%	UP 2.4 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	DOWN 6.3 %	%	NO CHANGE %	%
Average Cost Per Meal -	DOWN 4.0 %	%	DOWN 2.8 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	DOWN 2.9 %	%	DOWN 2.8 %	%
Average Cost Per Night -	UP 5.0 %	%	UP 8.1 %	%

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Pharmaceutical

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	DECEMBER 1984		DECEMBER 1984	
EXPENSES Meals	$ 68.11	$	$ 69.60	$
Lodging	71.26		78.47	
Public Transportation	65.67		69.25	
Car Rental	8.01		7.81	
Telephone & Telegraph	56.62		51.43	
Postage & Supplies	13.30		12.87	
Entertainment	46.55		39.70	
Miscellaneous	69.08		58.75	
TOTAL TRAVEL EXPENSES	$ 398.60	$	$ 387.88	$

MEAL ANALYSIS Average Number Per Traveler Month	7.9		8.1	
Average Cost Per Meal -	$ 8.57	$	$ 8.56	$
LODGING ANALYSIS Average Number Per Traveler Month	1.6		1.7	
Average Cost Per Night -	$ 45.57	$	$ 45.74	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Pharmaceutical

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	12/84 vs 11/84		12/84 vs 12/83	
EXPENSES				
Meals	UP 6.1 %	%	DOWN 1.0 %	%
Lodging	DOWN 3.8		DOWN 2.4	
Public Transportation	UP 11.3		DOWN 8.4	
Car Rental	UP 20.1		DOWN 15.7	
Telephone & Telegraph	UP 13.0		DOWN 3.0	
Postage & Supplies	UP 12.1		DOWN 9.1	
Entertainment	UP 21.5		DOWN 19.2	
Miscellaneous	UP 16.8		UP 13.9	
TOTAL TRAVEL EXPENSES	UP 9.7 %	%	DOWN 3.9 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 2.6 %	%	DOWN 4.7 %	%
Average Cost Per Meal -	UP 2.8 %	%	UP 4.1 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	NO CHANGE %	%	DOWN 10.5 %	%
Average Cost Per Night -	DOWN 0.8 %	%	UP 6.9 %	%

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ExpenseCheck

JANUARY 1985
T-152

Communique

The corporate advisory for cost-effective business travel.

LODGING DATA BASE
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Would a listing of all hotels in Cleveland be useful to your traveling employees? How about the Los Angeles lodging facilities in the $50-75 price range? Or all the center city hotels in Milwaukee? The suburban properties in the Boston area?

Well, this type of information, and much more, is available from Laventhol and Horwath, an accounting firm that tracks hotel properties country-wide.

The attached article, reprinted with permission from CORPORATE TRAVEL magazine, gives you all the details. We think you'll find it helpful and informative.

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TRENDLINES
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Compared to December results, January traveler monthly spending rates were down across the board.

Miscellaneous (-21.5%), Meals (-18.1%) and Postage & Supplies (-10.2%) expenses displayed double-digit declines. Spending rates also decreased for Tel & Tel (-4.8%), Entertainment (-2.9%), Car Rental (-1.6%), Public Transportation (-1.2%) and Lodging (-0.1%).

Bottom-line, spending decreased 6% for the month.

Corporate Travel

With Facts On 2.2 Million Rooms . . .

Laventhol & Horwath To Publish Inventory Of Lodging Industry

By Minda Zetlin, associate editor

Philadelphia—Would you like to provide traveling employees with a list of all the hotels in any city—large or small—that fit your preferred price range? Is your firm sending staffers to major cities looking for hotels near the places they must visit? Would you like to find hotels managed by companies able to give traveling VIPs the service they demand?

All this information will be available beginning January 1985, through the Inventory of the Lodging Industry (ILI), developed by researchers at Laventhol and Horwath (L&H), an accounting firm that monitors the hotel industry. ILI is a giant data base that tracks properties all over the country by:

- **Location** (ILI lists all hotels in any single zip code—or city, county, state, etc.—in the country);
- **Price;**
- **Number of sleeping rooms;**
- **Hotel type** (center city, highway, resort, airport or suburban);
- **Chain affiliation** (listings of independent hotels are also available);
- **Management company.**

Of the 2.7 million hotel rooms in the United States, almost 2.2 million are included in the ILI data base.

"ILI doesn't list hotels with fewer than 25 rooms," explained Randy Smith, director of research and development, Laventhol & Horwath. "Of those with 25 rooms or more, 99 percent are included.

"The remaining one percent are those in transition: they're being bought or sold, or have just opened."

Retrieve By Any Criteria

Hotels in the data base can be retrieved according to any combination of criteria. "Let's say someone wanted to know all the hotels in Cincinnati in the $60-to-$75 range," explained Mark Lomanno, senior research analyst. "Or let's say he wanted to know all the hotels with 200 rooms or more, or all those within a certain zip code. We could provide any of that information. And, if someone wanted to find hotels in the $60-to-$75 range that also had 200 rooms or more, we could list only those."

For each hotel listed, ILI notes address, phone number, number of rooms, lowest published rate for a single and highest published rate for a double room, type of hotel, chain affiliation (if any) and management company. All information will be kept current with continuous revisions.

"Whenever hotel chains publish new directories, we will use them to update ILI," Smith said. "But we're really relying on the L&H practice offices all over the country to keep us informed. Each specializes in a specific geographic region, so each can keep us abreast of area developments."

Costs $1 Per Listing

L&H is offering ILI lists at the cost of $1 per hotel. "If someone asked for all the resorts that cost less than $100 a night in Miami Beach, and there were 30 of them, the list would cost $30," Smith said. "If there were 200, we would charge $200." The firm is also offering a general analysis of each city, showing breakdown by room rate, size, type of property and chain affiliation. These analyses cost $100 apiece.

"This information has never all been available in one place before," Smith said. "The American Hotel & Motel Association (AH&MA) provides hotel locations and number of rooms, but not rates."

"The U.S. Government does c[illegible]lect this type of data, but only on[illegible] every five years—and it takes them quite a while to publish the statistics," Lomanno said. "The last analysis it produced was for 1977, which came out in 1981. Figures for 1982 are expected to appear in 1986."

ILI was originally developed for use only within L&H, "but we were getting so many requests that we decided to market it," Lomanno said. The data is expected to be of major interest to hotel companies as well as hotel customers.

Once ILI has been running smoothly for a while, it is likely to be expanded. "We'll probably add Canadian hotels to the data base," he said. "And after that, the United Kingdom."

For further information on the ILI listings, write to: Randy Smith, Laventhol & Horwath, Executive Office, 1845 Walnut Street, Philadelphia, PA 19103. (215) 299-1568.

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
National

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	JANUARY 1985		JANUARY 1985	
EXPENSES Meals	$ 65.71	$	$ 65.71	$
Lodging	123.56		123.56	
Public Transportation	161.08		161.08	
Car Rental	23.93		23.93	
Telephone & Telegraph	79.62		79.62	
Postage & Supplies	29.00		29.00	
Entertainment	68.37		68.37	
Miscellaneous	41.82		41.82	
TOTAL TRAVEL EXPENSES	$ 593.11	$	$ 593.11	$

MEAL ANALYSIS Average Number Per Traveler Month	9.5		9.5	
Average Cost Per Meal -	$ 6.85	$	$ 6.85	$
LODGING ANALYSIS Average Number Per Traveler Month	2.4		2.4	
Average Cost Per Night -	$ 52.08	$	$ 52.08	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
National

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	1/85 vs 12/84		1/85 vs 12/84	
EXPENSES Meals	DOWN 18.1 %		DOWN 23.9 %	
Lodging	DOWN 0.1		DOWN 9.3	
Public Transportation	DOWN 1.2		DOWN 3.9	
Car Rental	DOWN 1.6		DOWN 7.4	
Telephone & Telegraph	DOWN 4.8		UP 0.7	
Postage & Supplies	DOWN 10.2		DOWN 5.0	
Entertainment	DOWN 2.9		UP 10.0	
Miscellaneous	DOWN 21.5		DOWN 9.4	
TOTAL TRAVEL EXPENSES	DOWN 6.0 %		DOWN 6.5 %	

MEAL ANALYSIS Average Number Per Traveler Month	DOWN 9.5 %		DOWN 16.7 %	
Average Cost Per Meal -	DOWN 10.3 %		DOWN 9.5 %	
LODGING ANALYSIS Average Number Per Traveler Month	NO CHANGE		DOWN 11.1 %	
Average Cost Per Night -	DOWN 0.6 %		UP 3.2 %	

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Consumer Products

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	January 1985		January 1985	
EXPENSES				
Meals	$ 81.68	$	$ 81.68	$
Lodging	163.52		163.52	
Public Transportation	239.77		239.77	
Car Rental	23.94		23.94	
Telephone & Telegraph	101.19		101.19	
Postage & Supplies	49.57		49.57	
Entertainment	74.73		74.73	
Miscellaneous	52.36		52.36	
TOTAL TRAVEL EXPENSES	$ 786.76	$	$ 786.76	$

MEAL ANALYSIS				
Average Number Per Traveler Month	11.7		11.7	
Average Cost Per Meal -	$ 6.99	$	$ 6.99	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.0		3.0	
Average Cost Per Night -	$ 54.60	$	$ 54.60	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Consumer Products

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	1/85 vs 12/84		1/85 vs 12/84	
EXPENSES Meals	DOWN 8.7%		DOWN 12.7%	
Lodging	UP 7.8		DOWN 8.3	
Public Transportation	UP 29.0		UP 26.9	
Car Rental	UP 56.5		UP 5.0	
Telephone & Telegraph	DOWN 21.4		DOWN 19.7	
Postage & Supplies	DOWN 8.8		DOWN 0.7	
Entertainment	DOWN 30.7		DOWN 18.1	
Miscellaneous	DOWN 12.2		UP 7.0	
TOTAL TRAVEL EXPENSES	DOWN 0.8%		DOWN 1.6%	

MEAL ANALYSIS Average Number Per Traveler Month	DOWN 2.5%		DOWN 12.7%	
Average Cost Per Meal -	DOWN 6.4%		UP 0.3%	
LODGING ANALYSIS Average Number Per Traveler Month	UP 3.4%		UP 11.8%	
Average Cost Per Night -	UP 2.9%		UP 4.2%	

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Health and Beauty

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	January 1985		January 1985	
EXPENSES				
Meals	$ 82.33	$	$ 82.33	$
Lodging	194.29		194.29	
Public Transportation	222.16		222.16	
Car Rental	42.21		42.21	
Telephone & Telegraph	129.37		129.37	
Postage & Supplies	33.24		33.24	
Entertainment	69.26		69.26	
Miscellaneous	71.45		71.45	
TOTAL TRAVEL EXPENSES	$ 844.31	$	$ 844.31	$

MEAL ANALYSIS				
Average Number Per Traveler Month	11.8		11.8	
Average Cost Per Meal -	$ 7.00	$	$ 7.00	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.5		3.5	
Average Cost Per Night -	$ 55.55	$	$ 55.55	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Health and Beauty

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	1/85 vs 12/84		1/85 vs 12/84	
EXPENSES Meals	UP 2.8%		DOWN 11.5%	
Lodging	DOWN 3.1		DOWN 10.8	
Public Transportation	DOWN 27.5		DOWN 24.9	
Car Rental	UP 3.4		DOWN 11.9	
Telephone & Telegraph	DOWN 17.5		DOWN 11.7	
Postage & Supplies	DOWN 12.4		UP 10.1	
Entertainment	DOWN 48.4		DOWN 30.9	
Miscellaneous	UP 0.9		UP 17.3	
TOTAL TRAVEL EXPENSES	DOWN 17.9%		DOWN 14.9%	

MEAL ANALYSIS Average Number Per Traveler Month	UP 3.5%		DOWN 10.6%	
Average Cost Per Meal -	DOWN 0.6%		DOWN 0.4%	
LODGING ANALYSIS Average Number Per Traveler Month	UP 2.9%		DOWN 10.2%	
Average Cost Per Night -	DOWN 7.0%		DOWN 0.2%	

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Medical Products

	AVERAGE $ PER TRAVELER MONTH			
	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	January 1985		January 1985	
EXPENSES Meals	$ 90.46	$	$ 90.46	$
Lodging	158.68		158.68	
Public Transportation	199.46		199.46	
Car Rental	17.53		17.53	
Telephone & Telegraph	191.75		191.75	
Postage & Supplies	31.24		31.24	
Entertainment	69.44		69.44	
Miscellaneous	53.05		53.05	
TOTAL TRAVEL EXPENSES	$ 811.61	$	$ 811.61	$

MEAL ANALYSIS Average Number Per Traveler Month	15.6		15.6	
Average Cost Per Meal -	$ 5.78	$	$ 5.78	$
LODGING ANALYSIS Average Number Per Traveler Month	3.0		3.0	
Average Cost Per Night -	$ 53.51	$	$ 53.51	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Medical Products

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	1/85 vs 12/84		1/85 vs 12/84	
EXPENSES Meals	DOWN 4.6%		DOWN 14.1%	
Lodging	DOWN 18.0		DOWN 15.2	
Public Transportation	DOWN 7.6		DOWN 13.9	
Car Rental	DOWN 37.1		DOWN 33.2	
Telephone & Telegraph	DOWN 3.2		DOWN 2.3	
Postage & Supplies	DOWN 3.0		UP 10.9	
Entertainment	DOWN 25.6		DOWN 12.4	
Miscellaneous	DOWN 11.1		DOWN 8.8	
TOTAL TRAVEL EXPENSES	DOWN 11.3%		DOWN 11.0%	

MEAL ANALYSIS Average Number Per Traveler Month	DOWN 4.9%		DOWN 11.9%	
Average Cost Per Meal -	DOWN 0.2%		DOWN 2.9%	
LODGING ANALYSIS Average Number Per Traveler Month	DOWN 11.8%		DOWN 14.3%	
Average Cost Per Night -	DOWN 4.7%		UP 0.8%	

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Pharmaceutical

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	JANUARY 1985		JANUARY 1985	
EXPENSES				
Meals	$ 52.49	$	$ 52.49	$
Lodging	55.29		55.29	
Public Transportation	52.97		52.97	
Car Rental	9.77		9.77	
Telephone & Telegraph	47.94		47.94	
Postage & Supplies	12.34		12.34	
Entertainment	40.89		40.89	
Miscellaneous	53.40		53.40	
TOTAL TRAVEL EXPENSES	$ 346.67	$	$ 346.67	$

MEAL ANALYSIS				
Average Number Per Traveler Month	5.7		5.7	
Average Cost Per Meal -	$ 9.16	$	$ 9.16	$
LODGING ANALYSIS				
Average Number Per Traveler Month	1.2		1.2	
Average Cost Per Night -	$ 47.73	$	$ 47.73	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Pharmaceutical

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	1/85 vs 12/84		1/85 vs 12/84	
EXPENSES Meals	DOWN 22.9%		DOWN 24.6%	
Lodging	DOWN 22.4		DOWN 29.5	
Public Transportation	DOWN 19.3		DOWN 23.5	
Car Rental	UP 22.0		UP 25.1	
Telephone & Telegraph	DOWN 15.3		DOWN 6.8	
Postage & Supplies	DOWN 7.2		DOWN 4.1	
Entertainment	DOWN 12.2		UP 3.0	
Miscellaneous	DOWN 22.7		DOWN 9.1	
TOTAL TRAVEL EXPENSES	DOWN 13.0%		DOWN 10.6%	

MEAL ANALYSIS Average Number Per Traveler Month	DOWN 27.8%		DOWN 29.6%	
Average Cost Per Meal -	UP 6.9%		UP 7.0%	
LODGING ANALYSIS Average Number Per Traveler Month	DOWN 25.0%		DOWN 29.4%	
Average Cost Per Night -	UP 4.7%		UP 4.4%	

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FEBRUARY 1985
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Communique

The corporate advisory for cost-effective business travel.

TRAVEL EFFICIENCY AND THE BOTTOM LINE

It is often said that each sales (or service) person should be viewed as an individual profit center. By definition, profits are the result of income minus expenses. The basic objective of a corporate profit center, then, is to widen the gap between revenues and the cost of producing those revenues. So, the individual who increases income and lowers expenses has effectively dealt with the larger corporate objective of profit growth.

An analysis of T & E spending habits is most useful incoming to grips with expense management. Your traveling employees should ask themselves "How much am I spending, on average, for meals? For lodging? For other big ticket items? Am I scheduling my trips in a thoughtful manner? Would improved travel planning have avoided unproductive time on any of my business trips?"

Answers to such questions can help pinpoint expense excesses. Curtailing travel is not necessarily the answer because it assumes that the problem of high T & E costs is rooted in travel frequency. Careful analysis might prove that heavier travel would be justified if expenses were better managed.

For example, a sales or service representative may be able to make one or two more calls on a given day if he/she travels to the destination city the night before rather than driving or flying the morning of the scheduled visits. And the traveler will be better rested and prepared for the calls --- all for the price of a night's lodging!

Linking trips or making a single two-day excursion rather than two separate one-day trips are also effective ways to increase travel efficiency.

On certain occasions, travelers should consider making a telephone call in lieu of a face-to-face visit. Are supplies flowing routinely to a client? Were goods delivered on time and as the customer specified? The personal visit may be necessary the next time. But will a phone call suffice this time?

With the facts at hand, your traveler may see instances where the expense investment is out of balance between high and low volume prospects and customers. The traveler can get at the needed facts through a review and analysis of expense reports, call sheets and ExpenseCheck reports which highlight spending habits by cost item.

"Putting out a fire" and "closing a deal" are popular reasons for a business trip planned in less than an economical manner. And you may have employees whose duties are routinely in one or both categories. However, for most travelers, superior job performance requires an ability to manage time and dollars well, and consistently.

TRENDLINES
****

Driven by an increase in travel frequency, as indicated by the upswing in Number of Meals (+10.5%) and Lodging Nights (+16.7%), February Trendlines traveler spending was 10.8% higher than January levels.

Double-digit increases were in evidence for Car Rental (+23.3%), Lodging (+23.2%), Meals (+12.6%) and Public Transportation (+12.5%). Miscellaneous (+4.8%) and Entertainment (+4.2%) expenses also rose. Somewhat offsetting these increases were declines in spending for Postage & Supplies (-6.0%) and Tel & Tel (-2.3%).

Year to date, the Trendlines monthly spending rate through February is 0.8% lower than last year's results. Over that same two-month period, the Consumer Price Index inched upward by 0.6%.

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
National

AVERAGE'$ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	FEBRUARY 1985		FEBRUARY 1985	
EXPENSES				
Meals	$ 73.98	$	$ 70.38	$
Lodging	152.19		139.72	
Public Transportation	181.27		172.47	
Car Rental	29.50		27.08	
Telephone & Telegraph	77.78		78.58	
Postage & Supplies	27.27		28.02	
Entertainment	71.21		69.97	
Miscellaneous	43.83		42.95	
TOTAL TRAVEL EXPENSES	$ 657.03	$	$ 629.17	$

MEAL ANALYSIS				
Average Number Per Traveler Month	10.5		10.1	
Average Cost Per Meal -	$ 7.04	$	$ 6.97	$
LODGING ANALYSIS				
Average Number Per Traveler Month	2.8		2.6	
Average Cost Per Night -	$ 54.18	$	$ 53.35	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
National

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	2/85 vs 1/85		2/85 vs 12/84	
EXPENSES				
Meals	UP 12.6 %		DOWN 18.5 %	
Lodging	UP 23.2		UP 2.6	
Public Transportation	UP 12.5		UP 2.8	
Car Rental	UP 23.3		UP 4.8	
Telephone & Telegraph	DOWN 2.3		DOWN 0.6	
Postage & Supplies	DOWN 6.0		DOWN 8.3	
Entertainment	UP 4.2		UP 12.6	
Miscellaneous	UP 4.8		DOWN 6.9	
TOTAL TRAVEL EXPENSES	UP 10.8 %		DOWN 0.8 %	

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 10.5 %		DOWN 11.4 %	
Average Cost Per Meal -	UP 2.8 %		DOWN 7.9 %	
LODGING ANALYSIS				
Average Number Per Traveler Month	UP 16.7 %		DOWN 3.7 %	
Average Cost Per Night -	UP 4.0 %		UP 5.7 %	

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ExpenseChec✓ Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Consumer Products

	AVERAGE $ PER TRAVELER MONTH			
	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	FEBRUARY 1985		FEBRUARY 1985	
EXPENSES				
Meals	$ 89.90	$	$ 86.07	$
Lodging	177.70		171.09	
Public Transportation	248.28		244.31	
Car Rental	36.87		30.84	
Telephone & Telegraph	121.92		112.26	
Postage & Supplies	47.69		48.57	
Entertainment	87.98		81.80	
Miscellaneous	57.87		55.30	
TOTAL TRAVEL EXPENSES	$ 868.21	$	$ 830.23	$

MEAL ANALYSIS				
Average Number Per Traveler Month	12.6		12.2	
Average Cost Per Meal -	$ 7.12	$	$ 7.06	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.2		3.1	
Average Cost Per Night -	$ 55.38	$	$ 55.03	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Consumer Products

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	2/85 vs 1/85		2/85 vs 12/84	
EXPENSES				
Meals	UP 10.1 %		DOWN 8.0 %	
Lodging	UP 8.7		DOWN 4.1	
Public Transportation	UP 3.5		UP 29.3	
Car Rental	UP 54.0		UP 35.2	
Telephone & Telegraph	UP 20.5		DOWN 11.0	
Postage & Supplies	DOWN 3.8		DOWN 2.7	
Entertainment	UP 17.7		DOWN 10.4	
Miscellaneous	UP 10.5		UP 13.0	
TOTAL TRAVEL EXPENSES	UP 10.4 %		UP 3.8 %	

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 7.7 %		DOWN 9.0 %	
Average Cost Per Meal -	UP 1.9 %		UP 1.3 %	
LODGING ANALYSIS				
Average Number Per Traveler Month	UP 6.7 %		DOWN 8.8 %	
Average Cost Per Night -	UP 1.4 %		UP 5.0 %	

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Health and Beauty

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	FEBRUARY 1985		FEBRUARY 1985	
EXPENSES				
Meals	$ 87.58	$	$ 85.41	$
Lodging	234.19		217.71	
Public Transportation	318.16		278.49	
Car Rental	47.51		45.32	
Telephone & Telegraph	133.51		131.80	
Postage & Supplies	33.69		33.50	
Entertainment	86.55		79.40	
Miscellaneous	69.47		70.29	
TOTAL TRAVEL EXPENSES	$ 1010.67	$	$ 941.92	$

MEAL ANALYSIS				
Average Number Per Traveler Month	12.5		12.2	
Average Cost Per Meal -	$ 7.03	$	$ 7.02	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.9		3.7	
Average Cost Per Night -	$ 60.22	$	$ 58.41	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Health and Beauty

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	2/85 vs 1/85		2/85 vs 12/84	
EXPENSES Meals	UP 6.4 %		DOWN 8.2 %	
Lodging	UP 20.5		NO CHANGE	
Public Transportation	UP 43.2		DOWN 5.9	
Car Rental	UP 12.6		DOWN 5.4	
Telephone & Telegraph	UP 3.2		DOWN 10.0	
Postage & Supplies	UP 1.4		UP 11.0	
Entertainment	UP 25.0		DOWN 20.8	
Miscellaneous	DOWN 2.8		UP 15.4	
TOTAL TRAVEL EXPENSES	UP 19.7 %		DOWN 5.1 %	

MEAL ANALYSIS Average Number Per Traveler Month	UP 5.9 %		DOWN 7.6 %	
Average Cost Per Meal -	UP 0.4 %		DOWN 0.1 %	
LODGING ANALYSIS Average Number Per Traveler Month	UP 11.4 %		DOWN 5.1 %	
Average Cost Per Night -	UP 8.4 %		UP 4.9 %	

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Medical Products

	AVERAGE $ PER TRAVELER MONTH			
	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	FEBRUARY 1985		FEBRUARY 1985	
EXPENSES				
Meals	$ 112.70	$	$ 102.14	$
Lodging	206.20		183.64	
Public Transportation	238.93		220.19	
Car Rental	27.48		22.76	
Telephone & Telegraph	195.13		193.52	
Postage & Supplies	30.96		31.09	
Entertainment	73.75		71.71	
Miscellaneous	54.69		53.91	
TOTAL TRAVEL EXPENSES	$ 939.85	$	$ 878.96	$

MEAL ANALYSIS				
Average Number Per Traveler Month	18.8		17.3	
Average Cost Per Meal -	$ 5.99	$	$ 5.90	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.7		3.3	
Average Cost Per Night -	$ 56.15	$	$ 55.04	$

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4/85

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Medical Products

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	2/85 vs 1/85		2/85 vs 12/84	
EXPENSES				
Meals	UP 24.6 %		DOWN 3.0 %	
Lodging	UP 29.9		DOWN 1.9	
Public Transportation	UP 19.8		DOWN 5.0	
Car Rental	UP 56.8		DOWN 13.3	
Telephone & Telegraph	UP 1.8		DOWN 1.4	
Postage & Supplies	DOWN 0.9		DOWN 10.4	
Entertainment	UP 6.2		DOWN 9.6	
Miscellaneous	UP 3.1		DOWN 7.4	
TOTAL TRAVEL EXPENSES	UP 15.8 %		DOWN 3.7 %	

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 20.5 %		DOWN 2.3 %	
Average Cost Per Meal -	UP 3.6 %		DOWN 0.8 %	
LODGING ANALYSIS				
Average Number Per Traveler Month	UP 23.3 %		DOWN 5.7 %	
Average Cost Per Night -	UP 4.9 %		UP 3.7 %	

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4/85

ExpenseCheck Trendlines

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Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Pharmaceutical

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	FEBRUARY 1985		FEBRUARY 1985	
EXPENSES				
Meals	$ 63.66	$	$ 57.93	$
Lodging	73.08		63.96	
Public Transportation	54.72		53.82	
Car Rental	8.38		9.09	
Telephone & Telegraph	47.93		47.93	
Postage & Supplies	12.85		12.59	
Entertainment	43.38		42.11	
Miscellaneous	87.45		81.05	
TOTAL TRAVEL EXPENSES	$ 391.44	$	$ 368.49	$

MEAL ANALYSIS				
Average Number Per Traveler Month	7.4		6.6	
Average Cost Per Meal -	$ 8.58	$	$ 8.84	$
LODGING ANALYSIS				
Average Number Per Traveler Month	1.5		1.3	
Average Cost Per Night -	$ 48.51	$	$ 48.16	$

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4/85

ExpenseCheck Trendlines

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Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Pharmaceutical

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	2/85 vs 1/85		2/85 vs 12/84	
EXPENSES Meals	UP 21.3 %		DOWN 16.8 %	
Lodging	UP 32.2		DOWN 18.5	
Public Transportation	UP 3.3		DOWN 22.3	
Car Rental	DOWN 14.2		UP 16.4	
Telephone & Telegraph	NO CHANGE		DOWN 6.8	
Postage & Supplies	UP 4.1		DOWN 2.2	
Entertainment	UP 6.1		UP 6.1	
Miscellaneous	UP 63.8		UP 38.0	
TOTAL TRAVEL EXPENSES	UP 12.9 %		DOWN 5.0 %	

MEAL ANALYSIS Average Number Per Traveler Month	UP 29.8 %		DOWN 18.5 %	
Average Cost Per Meal -	DOWN 6.3 %		UP 3.3 %	
LODGING ANALYSIS Average Number Per Traveler Month	UP 25.0 %		DOWN 23.5 %	
Average Cost Per Night -	UP 1.6 %		UP 5.3 %	

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4/85

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MARCH 1985
T-154

Communique

The corporate advisory for cost-effective business travel.

RULES FOR PLAYING THE WAITLIST GAME
****

Friends of ours in the travel agency community tell us there are several factors that affect the outcome of the airline waitlist game which business travelers are sometimes forced to play due to last minute changes of plans. Here are a few tips to help your travelers win:

1. Ask to be waitlisted alone, even if you are traveling with someone else. Names on the waitlists are listed as they are received, but when a cancellation is received, the airline computer system will scan over parties of two or more and select the first available solo name.

   On vacation routes, however, cancellations of two or more are common, and your chances of getting seats for more than one are increased.

2. The larger the plane, the more cancellations are likely. In business class and first class, there are fewer seats, and thus fewer cancellations.

3. Some airlines will give "priority" to those on the waitlist for emergency reasons. Many will also give preference to members of their frequent-flyer clubs and other VIPs. If you are attempting to take several flights on one carrier, you may be given priority, too, on those segments where waitlisting is necessary.

4. If you are traveling to a resort destination, your chances of getting on a flight are good, since many passengers book far in advance and then find it necessary to cancel.

5. Don't double book, or ask us to make duplicate reservations for flights for the same day to the same destination, as a means of getting a seat, or you may end up at the airport waitlisted. Airlines are entitled to cancel any duplicate sets of reservations they find - and they are able to discover such situations through reservation scans.

6. Sometimes an airline will limit the number to be put on a waitlist, because they have determined the likely number of cancellations that will become available, and don't want to leave a surplus of passengers "stranded." There's no point, when you are told a waitlist is filled, of hoping for a space on the particular flight.

Please feel free to reproduce this article and circulate it to your employees who fly frequently.

TRENDLINES

****

Increased travel and inflationary pricing combined to push the March monthly spending rate 9.2% higher than February levels. This also marked the first time that the Trendlines spending rate per traveler exceeded $700.

The largest hikes occurred in Miscellaneous (+17.0%), Tel & Tel (+14.3%) and Postage & Supplies (+10.4%). Also rising significantly were the spending rates for Entertainment (+9.8%), Lodging (+8.9%), Public Transportation(+7.8%) and Meals (+7.0%). Car Rental expenses declined slightly by 2.0%.

Year to date, the Trendlines traveler spending rate is 4.3% ahead of 1984's pace. The Consumer Price Index has registered a 1.0% climb over that same period.

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
National

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	MARCH 1985		MARCH 1985	
EXPENSES Meals	$ 79.19	$	$ 73.61	$
Lodging	165.68		149.23	
Public Transportation	195.39		180.87	
Car Rental	28.90		27.75	
Telephone & Telegraph	88.91		82.36	
Postage & Supplies	30.10		28.79	
Entertainment	78.18		72.98	
Miscellaneous	51.26		45.99	
TOTAL TRAVEL EXPENSES	$ 717.63	$	$ 661.58	$

MEAL ANALYSIS Average Number Per Traveler Month	11.0		10.4	
Average Cost Per Meal -	$ 7.19	$	$ 7.05	$
LODGING ANALYSIS Average Number Per Traveler Month	2.9		2.7	
Average Cost Per Night -	$ 56.57	$	$ 54.62	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
National

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	3/85 vs 2/85		3/85 vs 12/84	
EXPENSES				
Meals	UP 7.0%		DOWN 14.8%	
Lodging	UP 8.9		UP 9.6	
Public Transportation	UP 7.8		UP 7.9	
Car Rental	DOWN 2.0		UP 7.4	
Telephone & Telegraph	UP 14.3		UP 4.2	
Postage & Supplies	UP 10.4		DOWN 5.7	
Entertainment	UP 9.8		UP 17.4	
Miscellaneous	UP 17.0		DOWN 0.3	
TOTAL TRAVEL EXPENSES	UP 9.2%		UP 4.3%	

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 4.8%		DOWN 8.8%	
Average Cost Per Meal -	UP 2.1%		DOWN 6.9%	
LODGING ANALYSIS				
Average Number Per Traveler Month	UP 3.6%		NO CHANGE	
Average Cost Per Night -	UP 4.4%		UP 8.2%	

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Consumer Products

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	MARCH 1985		MARCH 1985	
EXPENSES Meals	$ 104.53	$	$ 92.37	$
Lodging	199.76		180.88	
Public Transportation	227.14		238.45	
Car Rental	20.40		27.27	
Telephone & Telegraph	131.95		118.98	
Postage & Supplies	47.92		48.35	
Entertainment	84.29		82.65	
Miscellaneous	67.41		59.43	
TOTAL TRAVEL EXPENSES	$ 883.40	$	$ 848.39	$

MEAL ANALYSIS Average Number Per Traveler Month	15.0		13.1	
Average Cost Per Meal -	$ 6.98	$	$ 7.03	$
LODGING ANALYSIS Average Number Per Traveler Month	3.6		3.3	
Average Cost Per Night -	$ 56.09	$	$ 55.42	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends

US Consumer Products

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	3/85 vs 2/85		3/85 vs 12/84	
EXPENSES				
Meals	UP 16.3%		DOWN 1.3%	
Lodging	UP 12.4		UP 1.4	
Public Transportation	DOWN 8.5		UP 26.2	
Car Rental	DOWN 44.7		UP 19.6	
Telephone & Telegraph	UP 8.2		DOWN 5.6	
Postage & Supplies	UP 0.5		DOWN 3.1	
Entertainment	DOWN 4.2		DOWN 9.5	
Miscellaneous	UP 16.5		UP 21.4	
TOTAL TRAVEL EXPENSES	UP 1.7%		UP 6.1%	

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 19.0%		DOWN 2.2%	
Average Cost Per Meal	DOWN 2.0%		UP 0.9%	
LODGING ANALYSIS				
Average Number Per Traveler Month	UP 12.5%		DOWN 2.9%	
Average Cost Per Night -	UP 1.3%		UP 5.7%	

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Health and Beauty

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	MARCH 1985		MARCH 1985	
EXPENSES				
Meals	$ 103.50	$	$ 92.04	$
Lodging	270.13		236.91	
Public Transportation	363.83		309.75	
Car Rental	59.48		50.51	
Telephone & Telegraph	164.77		143.88	
Postage & Supplies	33.37		33.45	
Entertainment	109.23		90.33	
Miscellaneous	81.10		74.25	
TOTAL TRAVEL EXPENSES	$ 1185.41	$	$ 1031.12	$

MEAL ANALYSIS				
Average Number Per Traveler Month	14.1		12.9	
Average Cost Per Meal -	$ 7.34	$	$ 7.14	$
LODGING ANALYSIS				
Average Number Per Traveler Month	4.2		3.9	
Average Cost Per Night -	$ 64.94	$	$ 60.97	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Health and Beauty

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	3/85 vs 2/85		3/85 vs 12/84	
EXPENSES				
Meals	UP 18.2%		DOWN 1.1%	
Lodging	UP 15.3		UP 8.8	
Public Transportation	UP 14.4		UP 4.7	
Car Rental	UP 25.2		UP 5.4	
Telephone & Telegraph	UP 23.4		DOWN 1.8	
Postage & Supplies	DOWN 0.9		UP 10.8	
Entertainment	UP 26.2		DOWN 9.9	
Miscellaneous	UP 16.7		UP 21.9	
TOTAL TRAVEL EXPENSES	UP 17.3%		UP 3.9%	

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 12.8%		DOWN 2.3%	
Average Cost Per Meal -	UP 4.4%		UP 1.6%	
LODGING ANALYSIS				
Average Number Per Traveler Month	UP 7.7%		NO CHANGE	
Average Cost Per Night -	UP 7.8%		UP 9.5%	

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Medical Products

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	MARCH 1985		MARCH 1985	
EXPENSES				
Meals	$ 110.77	$	$104.94	$
Lodging	201.65		189.47	
Public Transportation	212.40		217.67	
Car Rental	14.96		20.23	
Telephone & Telegraph	222.04		202.77	
Postage & Supplies	32.78		31.64	
Entertainment	78.49		73.91	
Miscellaneous	51.29		53.06	
TOTAL TRAVEL EXPENSES	$ 924.39	$	$893.69	$

MEAL ANALYSIS				
Average Number Per Traveler Month	19.0		17.8	
Average Cost Per Meal -	$ 5.84	$	$ 5.88	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.6		3.4	
Average Cost Per Night -	$ 55.41	$	$ 55.17	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Medical Products

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	3/85 vs 2/85		3/85 vs 12/84	
EXPENSES				
Meals	DOWN 1.7%		DOWN 0.4%	
Lodging	DOWN 2.2		UP 1.2	
Public Transportation	DOWN 11.1		DOWN 6.1	
Car Rental	DOWN 45.6		DOWN 22.9	
Telephone & Telegraph	UP 13.8		UP 3.3	
Postage & Supplies	UP 5.9		UP 12.4	
Entertainment	UP 6.4		DOWN 6.8	
Miscellaneous	DOWN 6.2		DOWN 8.8	
TOTAL TRAVEL EXPENSES	DOWN 1.6%		DOWN 2.1%	

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 1.1%		UP 0.6%	
Average Cost Per Meal -	DOWN 2.5%		DOWN 1.2%	
LODGING ANALYSIS				
Average Number Per Traveler Month	DOWN 2.7%		DOWN 2.9%	
Average Cost Per Night -	DOWN 1.3%		UP 4.0%	

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Pharmaceutical

	AVERAGE $ PER TRAVELER MONTH			
	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	MARCH 1985		MARCH 1985	
EXPENSES				
Meals	$ 70.99	$	$ 62.37	$
Lodging	87.90		72.10	
Public Transportation	73.07		60.36	
Car Rental	10.98		9.73	
Telephone & Telegraph	60.74		52.29	
Postage & Supplies	15.18		13.47	
Entertainment	51.44		45.28	
Miscellaneous	73.16		78.37	
TOTAL TRAVEL EXPENSES	$ 443.46	$	$ 393.97	$

MEAL ANALYSIS				
Average Number Per Traveler Month	8.4		7.2	
Average Cost Per Meal -	$ 8.42	$	$ 8.67	$
LODGING ANALYSIS				
Average Number Per Traveler Month	1.8		1.5	
Average Cost Per Night -	$ 49.50	$	$ 48.71	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Pharmaceutical

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	3/85 vs 2/85		3/85 vs 12/84	
EXPENSES Meals	UP 11.5%		DOWN 10.4%	
Lodging	UP 20.3		DOWN 8.1	
Public Transportation	UP 33.5		DOWN 12.8	
Car Rental	UP 31.0		UP 24.6	
Telephone & Telegraph	UP 26.7		UP 1.7	
Postage & Supplies	UP 18.1		UP 4.7	
Entertainment	UP 18.6		UP 14.1	
Miscellaneous	DOWN 16.3		UP 33.4	
TOTAL TRAVEL EXPENSES	UP 13.3%		UP 1.6%	

MEAL ANALYSIS Average Number Per Traveler Month	UP 13.5%		DOWN 11.1%	
Average Cost Per Meal -	DOWN 1.9%		UP 1.3%	
LODGING ANALYSIS Average Number Per Traveler Month	UP 20.0%		DOWN 11.8%	
Average Cost Per Night -	UP 2.0%		UP 6.5%	

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APRIL 1985
T-155

Communique

The corporate advisory for cost-effective business travel.

HOTEL FIRE SAFETY
****

The "do's and don't's" of hotel fire safety were covered in an article we published about two years ago. However, the topic is as timely and as important today as it was then.

Your own initiative and know-how are your best allies when caught in a hotel fire. Knowing what to do may well save your life. Since the smoke, fumes and gases released by combustion are the real killers, fire emergency principles are based on maintaining a healthy supply of fresh air. The most obvious way to do this is to leave the building at the first sign of smoke. Don't wait for the hotel to confirm the existence of an emergency - by then it may be too late.

Always give yourself a fire prevention set-up. As soon as you're in your room, write down the telephone number of the local fire department and your room number on the hotel note pad. Put your room key next to the pad whenever you are in the room so you can find it fast in the dark. If you leave your room in an emergency, take your key with you. You may meet an obstacle on the way to the emergency exit and need to return to your room.

To leave a smoke-filled building, you have to know how to get out. That means checking the location of the nearest exit and checking to make sure that the door is unlocked. Do this right after check in. And if things are not to your satisfaction, request another room.

Memorize the location of the nearest exit. Remember you may have to find it again in a smoked-filled hallway. If you are in a meeting room, ask a hotel employee for the location of the nearest and alternate emergency exits.

At the first suspicion of a fire, call the local fire department. Give them the hotel's address (from the pad) and your room number so they can find you if necessary.

Don't open your room door until you feel the back of the door and the doorknob.

> IF THE DOOR AND DOORKNOB ARE COOL TO THE TOUCH, OPEN YOUR DOOR. If the hall isn't too smokey, head for the emergency exit. Be sure to take your room key. (If you find your escape route is blocked, you'll be able to return to the relative safety of your room.) Stay against the wall - it's easy to become disoriented in a smokey building. Remember that smoke and

noxious fumes rise. Look for fresh air near the floor; crawl if necessary to the emergency exit. Take a wet wash cloth with you and hold it over your nose and mouth if you encounter smokey air. Never use an elevator in a fire emergency. Elevator call mechanisms are heat-sensitive and could very well deliver you to the floor where the fire and super-heated gases are most intense, rather than the ground floor and safety.

IF EITHER THE DOOR OR THE DOORKNOB IS HOT TO THE TOUCH, DON'T OPEN YOUR ROOM DOOR. Grab the bed linen and head for the bathroom. Fill the bathtub with water immediately in case the fire shuts off the water supply. Wet the linen, the towels, the bathmat and the washcloths. Use the wet cloth to block cracks around the room door so smoke can't get in the room.

Open the window, if possible - but don't break it unless absolutely necessary. You may later find smoke billowing up the side of the building and entering your room; and if you've broken the window, you won't be able to shut out the smoke. Hang out a light-colored bedspread as a signal for help.

Turn on the bathroom vent fan if there is one. This will draw in fresh, outside air to the room, provided you could open the window. Block the bathroom or any other vents that aren't power vented.

Stuff vents with wet washcloths. Wait for help. If the room phone works, call and notify someone - the front desk, the police, the fire department - that you're still in your room.

Above all, DON'T PANIC.

NOTE: ExpenseCheck clients have full permission to reproduce and distribute the above article in whole or in part to traveling employees.

TRENDLINES
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Traveler activity levels climbed over last month, resulting in a 1.8% increase in Total Travel Expenses in April. However, the spending rates for individual expense categories was a mixed bag of ups and downs.

Increases were registered in Meals (+9.2%), Entertainment (+8.3%), Tel&Tel (+7.5%) and Miscellaneous (+5.8%). Decreases were in evidence in Postage & Supplies (-11.8%), Car Rental (-4.9%), Public Transportation (-1.6%) and Lodging (-1.3%).

Year to date, Total Travel Expenses are running 6.7% ahead of 1984 results. Through the same period, the Consumer Price Index has increased 1.5%.

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
National

	AVERAGE $ PER TRAVELER MONTH			
	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	APRIL 1985		APRIL 1985	
EXPENSES				
Meals	$ 86.48	$	$ 76.43	$
Lodging	163.47		152.36	
Public Transportation	192.27		183.37	
Car Rental	27.49		27.69	
Telephone & Telegraph	95.61		85.27	
Postage & Supplies	26.54		28.29	
Entertainment	84.70		75.56	
Miscellaneous	54.23		47.80	
TOTAL TRAVEL EXPENSES	$ 730.79	$	$ 676.78	$

MEAL ANALYSIS				
Average Number Per Traveler Month	12.1		10.8	
Average Cost Per Meal -	$ 7.12	$	$ 7.07	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.0		2.8	
Average Cost Per Night -	$ 53.91	$	$ 54.45	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
National

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	4/85 vs. 3/85		4/85 vs. 12/84	
EXPENSES				
Meals	UP 9.2%		DOWN 11.5%	
Lodging	DOWN 1.3		UP 11.9	
Public Transportation	DOWN 1.6		UP 9.3	
Car Rental	DOWN 4.9		UP 7.1	
Telephone & Telegraph	UP 7.5		UP 7.9	
Postage & Supplies	DOWN 11.8		DOWN 7.4	
Entertainment	UP 8.3		UP 21.6	
Miscellaneous	UP 5.8		UP 3.6	
TOTAL TRAVEL EXPENSES	UP 1.8%		UP 6.7%	

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 10.0%		DOWN 5.3%	
Average Cost Per Meal -	DOWN 1.0%		DOWN 6.6%	
LODGING ANALYSIS				
Average Number Per Traveler Month	UP 3.4%		UP 3.7%	
Average Cost Per Night -	DOWN 4.7%		UP 7.9%	

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Consumer Products

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	APRIL 1985		APRIL 1985	
EXPENSES Meals	$ 96.44	$	$ 93.35	$
Lodging	184.98		181.87	
Public Transportation	277.06		247.75	
Car Rental	27.87		27.42	
Telephone & Telegraph	126.33		120.75	
Postage & Supplies	49.61		48.65	
Entertainment	94.96		85.61	
Miscellaneous	52.86		57.85	
TOTAL TRAVEL EXPENSES	$ 910.11	$	$ 863.25	$

MEAL ANALYSIS Average Number Per Traveler Month	13.6		13.3	
Average Cost Per Meal -	$ 7.10	$	$ 7.04	$
LODGING ANALYSIS Average Number Per Traveler Month	3.3		3.3	
Average Cost Per Night -	$ 55.89	$	$ 55.54	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Consumer Products

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	4/85 vs 3/85		4/85 vs 12/84	
EXPENSES				
Meals	DOWN 7.7%		DOWN 0.2%	
Lodging	DOWN 7.4		UP 2.0	
Public Transportation	UP 22.0		UP 31.1	
Car Rental	UP 36.6		UP 20.2	
Telephone & Telegraph	DOWN 4.3		DOWN 4.2	
Postage & Supplies	UP 3.5		DOWN 2.5	
Entertainment	UP 12.7		DOWN 6.2	
Miscellaneous	DOWN 21.6		UP 18.2	
TOTAL TRAVEL EXPENSES	UP 3.0%		UP 7.9%	

MEAL ANALYSIS				
Average Number Per Traveler Month	DOWN 9.3%		DOWN 0.7%	
Average Cost Per Meal -	UP 1.7%		UP 1.0%	
LODGING ANALYSIS				
Average Number Per Traveler Month	DOWN 8.3%		DOWN 2.9%	
Average Cost Per Night -	DOWN 0.4%		UP 6.0%	

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Health and Beauty

	AVERAGE $ PER TRAVELER MONTH			
	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	APRIL 1985		APRIL 1985	
EXPENSES Meals	$ 93.83	$	$ 92.47	$
Lodging	236.69		236.86	
Public Transportation	325.07		313.44	
Car Rental	44.13		48.97	
Telephone & Telegraph	147.23		144.68	
Postage & Supplies	32.73		33.28	
Entertainment	113.43		95.89	
Miscellaneous	74.71		74.36	
TOTAL TRAVEL EXPENSES	$ 1067.80	$	$ 1039.95	$

MEAL ANALYSIS Average Number Per Traveler Month	13.2		13.0	
Average Cost Per Meal -	$ 7.13	$	$ 7.14	$
LODGING ANALYSIS Average Number Per Traveler Month	3.8		3.9	
Average Cost Per Night -	$ 61.57	$	$ 61.12	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Health and Beauty

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	4/85 vs 3/85		4/85 vs 12/84	
EXPENSES Meals	DOWN 9.3%		DOWN 0.6%	
Lodging	DOWN 12.4		UP 8.8	
Public Transportation	DOWN 10.7		UP 5.9	
Car Rental	DOWN 25.8		UP 2.2	
Telephone & Telegraph	DOWN 10.7		DOWN 1.2	
Postage & Supplies	DOWN 1.9		UP 10.2	
Entertainment	UP 3.9		DOWN 4.4	
Miscellaneous	DOWN 7.9		UP 22.1	
TOTAL TRAVEL EXPENSES	DOWN 9.9%		UP 4.8%	

MEAL ANALYSIS Average Number Per Traveler Month	DOWN 6.4%		DOWN 1.5%	
Average Cost Per Meal -	DOWN 2.9%		UP 1.6%	
LODGING ANALYSIS Average Number Per Traveler Month	DOWN 9.5%		NO CHANGE	
Average Cost Per Night -	DOWN 5.2%		UP 9.8%	

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ExpenseChec✓ Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Medical Products

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	APRIL 1985		APRIL 1985	
EXPENSES				
Meals	$ 104.53	$	$ 104.83	$
Lodging	188.25		189.16	
Public Transportation	236.20		222.42	
Car Rental	26.39		21.81	
Telephone & Telegraph	201.79		202.52	
Postage & Supplies	27.51		30.58	
Entertainment	82.30		76.06	
Miscellaneous	56.92		54.05	
TOTAL TRAVEL EXPENSES	$ 923.89	$	$ 901.43	$

MEAL ANALYSIS				
Average Number Per Traveler Month	16.4		17.5	
Average Cost Per Meal -	$ 6.37	$	$ 6.00	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.3		3.4	
Average Cost Per Night -	$ 56.35	$	$ 55.47	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Medical Products

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	4/85 vs 3/85		4/85 vs 12/84	
EXPENSES				
Meals	DOWN 5.6%		DOWN 0.5%	
Lodging	DOWN 6.6		UP 1.0	
Public Transportation	UP 11.2		DOWN 4.0	
Car Rental	UP 76.4		DOWN 16.9	
Telephone & Telegraph	DOWN 9.1		UP 3.2	
Postage & Supplies	DOWN 16.1		UP 8.6	
Entertainment	UP 4.9		DOWN 4.1	
Miscellaneous	UP 11.0		DOWN 7.1	
TOTAL TRAVEL EXPENSES	DOWN 0.1%		DOWN 1.2%	

MEAL ANALYSIS				
Average Number Per Traveler Month	DOWN 13.7%		DOWN 1.1%	
Average Cost Per Meal -	UP 9.1%		UP 0.8%	
LODGING ANALYSIS				
Average Number Per Traveler Month	DOWN 8.3%		DOWN 2.9%	
Average Cost Per Night -	UP 1.7%		UP 4.5%	

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Pharmaceutical

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	APRIL 1985		APRIL 1985	
EXPENSES				
Meals	$ 64.74	$	$ 62.96	$
Lodging	79.41		73.91	
Public Transportation	63.19		61.06	
Car Rental	6.84		9.02	
Telephone & Telegraph	54.43		52.82	
Postage & Supplies	13.56		13.49	
Entertainment	51.02		46.70	
Miscellaneous	69.80		76.25	
TOTAL TRAVEL EXPENSES	$ 402.98	$	$ 396.20	$

MEAL ANALYSIS				
Average Number Per Traveler Month	7.3		7.2	
Average Cost Per Meal -	$ 8.83	$	$ 8.71	$
LODGING ANALYSIS				
Average Number Per Traveler Month	1.6		1.5	
Average Cost Per Night -	$ 49.79	$	$ 48.99	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Pharmaceutical

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	4/85 vs 3/85		4/85 vs 12/84	
EXPENSES				
Meals	DOWN 8.8%		DOWN 9.5%	
Lodging	DOWN 9.7		DOWN 5.8	
Public Transportation	DOWN 13.5		DOWN 11.8	
Car Rental	DOWN 37.7		UP 15.5	
Telephone & Telegraph	DOWN 10.4		UP 2.7	
Postage & Supplies	DOWN 10.7		UP 4.8	
Entertainment	DOWN 0.8		UP 17.6	
Miscellaneous	DOWN 4.6		UP 29.8	
TOTAL TRAVEL EXPENSES	DOWN 9.1		UP 2.1	

MEAL ANALYSIS				
Average Number Per Traveler Month	DOWN 13.1		DOWN 11.1	
Average Cost Per Meal -	UP 4.9		UP 1.8	
LODGING ANALYSIS				
Average Number Per Traveler Month	DOWN 11.1		DOWN 11.8	
Average Cost Per Night -	UP 0.6		UP 7.1	

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MAY 1985
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Communique

The corporate advisory for cost-effective business travel.

CAR RENTAL ECONOMIES
****

Regardless of a firm's size and its volume of car rental business, it can take advantage of corporate rates. In some cases, travelers need only ask for a corporate discount; in other instances, it can be as easy as filling out an application form to qualify.

If an individual company's volume is too low to negotiate better-than-retail rates, its travelers may be able to participate in special discounts. Large commerical travel agencies, for example, often use combined client volume to obtain substantially reduced car rental fares for their customers.

Once the discounted rates are secured, it is important that the specifics be communicated to the employees. The travel policy is the best place for this information. The same is true for corporate identification numbers provided by the car rental companies. Use of these numbers will not only insure that employees get preferred rates, but the I.D. numbers also serve as a tracking system to tell the vendor how much volume a company represents. A servicing travel agency should also be advised of corporate discount numbers and use them whenever making rental reservations, thus insuring volume credit for corporate clients.

To the greatest extent possible, try to concentrate car rental business with one supplier. And specify, by name, the car rental agency employees should favor. This helps build volume, a key factor in future negotiations.

The company travel policy should spell out the size of the vehicle to be rented. Some rental agencies will provide programmed credit cards that limit the car size employees can rent. This keeps violations of the size-of-car policy to a minimum.

There may be circumstances that justify a larger car. For example, basic transportation for one employee is usually satisfied by a compact car. However, if more than one employee is being transported, or if the traveler will be picking up company guests, a larger vehicle may be authorized. Again, detail such circumstances in the corporate travel policy

The travel policy should also address collision waiver and personal accident insurance offered in car rental agreements. In many cases, such insurance merely duplicates coverage provided by the employer. Or if the company's rental volume is sufficiently large, it may be able to include collision waiver in a negotiated car rental contract.

Do travel policy guidelines specify which rental agencies to use for round-trips vs. one-way trips? Many companies gain significant economies by directing employees to second-tier car rental firms, by name, for round trips. However, because drop-off charges prevail among the smaller agencies for one-way rentals, the policy recommends one of the larger suppliers in such instances. Keep in mind, too, that if volume is large enough, drop-off charges may be negotiated away or, at least, significantly reduced.

Are employees required, by policy, to refill the gas tank before turning in the car? Service station gasoline is almost always cheaper (by at least 25%) than fuel pumped at rental car depots.

Of course, a state-of-the art travel policy should counsel the employee as to when a car rental is appropriate. If the employee needs transportation from the airport to a hotel or motel for a three-day meeting -- at the lodging site -- there are normally cost-effective alternatives. Most major hotel/motel chains offer complimentary shuttle service. In some instances, limousine or bus service will be available at attractive prices. And a round-trip taxi fare will almost always be less expensive than a three-day car rental bill, especially when the car will remain on the motel parking lot most of the time. Prior approval by the employee's manager is a strategy that often results in car rental avoidance, especially for meetings or conventions.

Policy language should remind employees to ask about the lower, weekend rates whenever a business trip extends beyond Friday. And in popular vacation areas, a weekly afar may be cheaper than several days' rental at the daily rate. Simply rent for the week and return the car early.

Finally, employees should be encouraged to take advantage of special car rental rates. Often advertised in newspapers, trade journals and airline guides, promotional deals abound in this highly competitive industry. And when available, the rental will sometimes be significantly lower than a company-negotiated arrangement.

TRENDLINES
****

For the fourth successive month, travel activity levels rose. The result was a 3.4% increase in May Total Travel Expenses over April spending rates. With the exception of Entertainment, category spending rates were up across the board.

Year to date, the Total Traveler Spending Rate is 9.0% higher than last year's average. However, traveler activity levels also appear higher, as evidenced by the 7.4% increase in Lodging Nights. By way of comparison, the Consumer Price Index has risen by 1.8% through May 1985.

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ExpenseChec✓ Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
National

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	MAY 1985		MAY 1985	
EXPENSES				
Meals	$ 88.06	$	$ 78.58	$
Lodging	174.54		156.45	
Public Transportation	193.37		185.21	
Car Rental	30.34		28.18	
Telephone & Telegraph	100.04		88.00	
Postage & Supplies	26.70		28.00	
Entertainment	83.67		77.05	
Miscellaneous	58.70		49.81	
TOTAL TRAVEL EXPENSES	$ 755.42	$	$ 691.28	$

MEAL ANALYSIS				
Average Number Per Traveler Month	12.5		11.1	
Average Cost Per Meal -	$ 7.07	$	$ 7.07	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.2		2.9	
Average Cost Per Night -	$ 54.50	$	$ 54.46	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
National

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	5/85 vs. 4/85		5/85 vs. 12/84	
EXPENSES				
Meals	UP 1.8%		DOWN 9.0%	
Lodging	UP 6.8		UP 14.9	
Public Transportation	UP 0.6		UP 10.4	
Car Rental	UP 10.4		UP 9.0	
Telephone & Telegraph	UP 4.6		UP 11.3	
Postage & Supplies	UP 0.6		DOWN 8.3	
Entertainment	DOWN 1.2		UP 24.0	
Miscellaneous	UP 8.2		UP 8.0	
TOTAL TRAVEL EXPENSES	UP 3.4%		UP 9.0%	

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 3.3%		DOWN 2.6%	
Average Cost Per Meal -	DOWN 0.7%		DOWN 6.6%	
LODGING ANALYSIS				
Average Number Per Traveler Month	UP 6.7%		UP 7.4%	
Average Cost Per Night -	UP 1.1%		UP 7.9%	

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Consumer Products

	AVERAGE $ PER TRAVELER MONTH			
	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	MAY 1985		MAY 1985	
EXPENSES				
Meals	$ 94.80	$	$ 93.64	$
Lodging	183.53		182.20	
Public Transportation	200.40		238.44	
Car Rental	15.75		25.12	
Telephone & Telegraph	122.60		121.12	
Postage & Supplies	50.70		49.05	
Entertainment	89.43		86.36	
Miscellaneous	53.61		57.02	
TOTAL TRAVEL EXPENSES	$ 810.83	$	$ 852.95	$

MEAL ANALYSIS				
Average Number Per Traveler Month	13.4		13.3	
Average Cost Per Meal -	$ 7.10	$	$ 7.06	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.2		3.3	
Average Cost Per Night -	$ 57.88	$	$ 55.98	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends

US Consumer Products

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	5/85 vs. 4/85		5/85 vs. 12/84	
EXPENSES Meals	DOWN 1.7%		UP 0.1%	
Lodging	DOWN 0.8		UP 2.1	
Public Transportation	DOWN 27.7		UP 26.2	
Car Rental	DOWN 43.5		UP 10.1	
Telephone & Telegraph	DOWN 3.0		DOWN 3.9	
Postage & Supplies	UP 2.2		DOWN 1.7	
Entertainment	DOWN 5.8		DOWN 5.4	
Miscellaneous	UP 1.4		UP 16.5	
TOTAL TRAVEL EXPENSES	DOWN 10.9%		UP 6.6%	

MEAL ANALYSIS Average Number Per Traveler Month	DOWN 1.5%		DOWN 0.7%	
Average Cost Per Meal -	NO CHANGE		UP 1.3%	
LODGING ANALYSIS Average Number Per Traveler Month	DOWN 3.0%		DOWN 2.9%	
Average Cost Per Night -	UP 3.6%		UP 6.8%	

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Health and Beauty

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	MAY 1985		MAY 1985	
EXPENSES				
Meals	$ 91.35	$	$ 92.24	$
Lodging	232.55		235.96	
Public Transportation	320.06		314.82	
Car Rental	51.61		49.52	
Telephone & Telegraph	159.68		147.81	
Postage & Supplies	34.22		33.47	
Entertainment	102.29		97.22	
Miscellaneous	80.49		75.64	
TOTAL TRAVEL EXPENSES	$ 1072.26	$	$ 1046.68	$

MEAL ANALYSIS				
Average Number Per Traveler Month	13.0		13.0	
Average Cost Per Meal -	$ 7.00	$	$ 7.11	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.7		3.8	
Average Cost Per Night -	$ 62.31	$	$ 61.36	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Health and Beauty

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	5/85 vs. 4/85		5/85 vs. 12/84	
EXPENSES Meals	DOWN 2.6%		DOWN 0.9%	
Lodging	DOWN 1.7		UP 8.4	
Public Transportation	DOWN 1.5		UP 6.4	
Car Rental	UP 16.9		UP 3.3	
Telephone & Telegraph	UP 8.5		UP 0.9	
Postage & Supplies	UP 4.6		UP 10.9	
Entertainment	DOWN 9.8		DOWN 3.1	
Miscellaneous	UP 7.7		UP 24.2	
TOTAL TRAVEL EXPENSES	UP 0.4%		UP 5.5%	

MEAL ANALYSIS Average Number Per Traveler Month	DOWN 1.5%		DOWN 1.5%	
Average Cost Per Meal -	DOWN 1.8%		UP 1.1%	
LODGING ANALYSIS Average Number Per Traveler Month	DOWN 2.6%		DOWN 2.6%	
Average Cost Per Night -	UP 1.2%		UP 10.2%	

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Medical Products

	AVERAGE $ PER TRAVELER MONTH			
	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	MAY 1985		MAY 1985	
EXPENSES				
Meals	$ 109.83	$	$ 105.78	$
Lodging	204.59		192.09	
Public Transportation	245.37		226.77	
Car Rental	25.09		22.43	
Telephone & Telegraph	208.15		203.59	
Postage & Supplies	31.40		30.73	
Entertainment	81.99		77.18	
Miscellaneous	57.26		54.66	
TOTAL TRAVEL EXPENSES	$ 963.68	$	$ 913.24	$

MEAL ANALYSIS				
Average Number Per Traveler Month	17.8		17.5	
Average Cost Per Meal -	$ 6.15	$	$ 6.03	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.6		3.4	
Average Cost Per Night -	$ 57.33	$	$ 55.83	$

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ExpenseCheck Trendlines

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Business Travel Trends
US Medical Products

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	5/85 vs. 4/85		5/85 vs. 12/84	
EXPENSES				
Meals	UP 5.1%		UP 0.4%	
Lodging	UP 8.7		UP 2.6	
Public Transportation	UP 3.9		DOWN 2.1	
Car Rental	DOWN 4.9		DOWN 14.5	
Telephone & Telegraph	UP 3.2		UP 3.7	
Postage & Supplies	UP 14.1		UP 9.1	
Entertainment	DOWN 0.4		DOWN 2.7	
Miscellaneous	UP 0.6		DOWN 6.1	
TOTAL TRAVEL EXPENSES	UP 4.3%		UP 0.1%	

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 8.5%		DOWN 1.1%	
Average Cost Per Meal -	DOWN 3.5%		UP 1.3%	
LODGING ANALYSIS				
Average Number Per Traveler Month	UP 9.1%		DOWN 2.9%	
Average Cost Per Night -	UP 1.7%		UP 5.2%	

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ExpenseCheck Trendlines

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Business Travel Trends
US Medical Products

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	5/85 vs. 4/85		5/85 vs. 12/84	
EXPENSES				
Meals	UP 5.1%		UP 0.4%	
Lodging	UP 8.7		UP 2.6	
Public Transportation	UP 3.9		DOWN 2.1	
Car Rental	DOWN 4.9		DOWN 14.5	
Telephone & Telegraph	UP 3.2		UP 3.7	
Postage & Supplies	UP 14.1		UP 9.1	
Entertainment	DOWN 0.4		DOWN 2.7	
Miscellaneous	UP 0.6		DOWN 6.1	
TOTAL TRAVEL EXPENSES	UP 4.3%		UP 0.1%	

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 8.5%		DOWN 1.1%	
Average Cost Per Meal -	DOWN 3.5%		UP 1.3%	
LODGING ANALYSIS				
Average Number Per Traveler Month	UP 9.1%		DOWN 2.9%	
Average Cost Per Night -	UP 1.7%		UP 5.2%	

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Pharmaceutical

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	MAY 1985		MAY 1985	
EXPENSES				
Meals	$ 73.54	$	$ 64.98	$
Lodging	83.20		75.68	
Public Transportation	61.32		61.11	
Car Rental	9.29		9.07	
Telephone & Telegraph	58.44		53.89	
Postage & Supplies	14.24		13.64	
Entertainment	53.29		47.96	
Miscellaneous	70.71		75.19	
TOTAL TRAVEL EXPENSES	$ 424.03	$	$ 401.52	$

MEAL ANALYSIS				
Average Number Per Traveler Month	8.4		7.5	
Average Cost Per Meal -	$ 8.75	$	$ 8.72	$
LODGING ANALYSIS				
Average Number Per Traveler Month	1.6		1.5	
Average Cost Per Night -	$ 50.50	$	$ 49.30	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Pharmaceutical

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	5/85 vs. 4/85		5/85 vs. 12/84	
EXPENSES				
Meals	UP 13.6%		DOWN 6.6%	
Lodging	UP 4.8		DOWN 3.6	
Public Transportation	DOWN 3.0		DOWN 11.8	
Car Rental	UP 35.8		UP 16.1	
Telephone & Telegraph	UP 7.4		UP 4.8	
Postage & Supplies	UP 5.0		UP 6.0	
Entertainment	UP 4.4		UP 20.8	
Miscellaneous	UP 1.3		UP 28.0	
TOTAL TRAVEL EXPENSES	UP 5.2%		UP 3.5%	

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 15.1%		DOWN 7.4%	
Average Cost Per Meal -	DOWN 0.9%		UP 1.9%	
LODGING ANALYSIS				
Average Number Per Traveler Month	NO CHANGE		DOWN 11.8%	
Average Cost Per Night -	UP 1.4%		UP 7.8%	

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